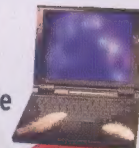


BEST ONLINE BARGAINS UNDER \$25

INSIDE  
Ultralight  
Notebook  
Buyer's Guide



# Home Office Computing

WWW.SMALLOFFICE.COM

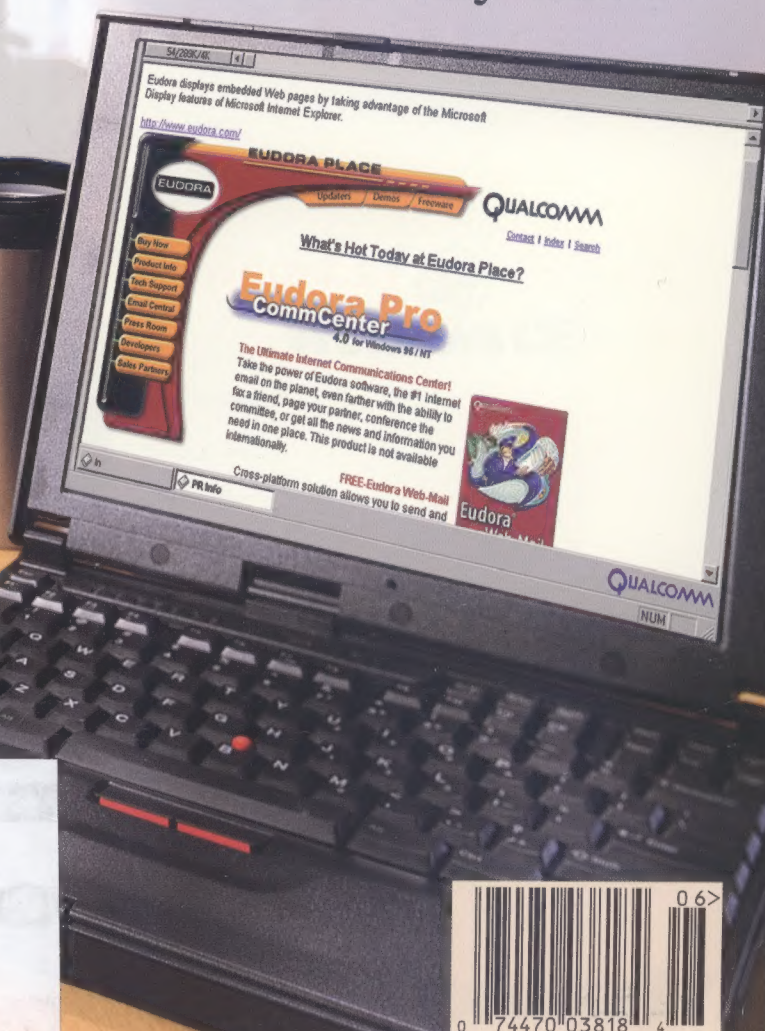
June  
1998

10 WAYS  
TO SPEED UP  
YOUR WEB SITE

Read Your  
E-Mail Anywhere

Portable PCs,  
Printers, PDAs,  
& Pagers Make an

OFFICE  
TO GO



\$3.99 U.S. \$4.99 Canada





\* Windows 98 Upgrade offered via a mail-in coupon. \$4.95US/\$7.50CDN shipping and handling fee applies. Offer good in the US and Canada only. Must purchase a Handheld or Palm PC powered by the Windows CE 2.0 operating system between May 1 and June 30, 1998. 2.0 upgrades do not apply. To receive your copy of Windows 98 Upgrade, pick up the promotion mail-in coupon at your local reseller or print it off of our Web site at [www.microsoft.com/windowsce/palmpc/](http://www.microsoft.com/windowsce/palmpc/). Please follow the mailing and proof of purchase instructions. Please allow 8 to 8 weeks for product delivery once available. © 1998 Microsoft Corporation. All rights reserved. Microsoft, ActiveSync, Windows, the Windows logo, and the Windows CE logo are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Limited Time Offer



Get Windows 98 Upgrade\*

Now there's a new way to carry your most vital information with you anywhere—with Palm PCs powered by the **Microsoft® Windows® CE** operating system. Featuring a familiar interface, all designed for a small, lightweight package that lets you keep connected when you're on the go.

## Put Windows in the palm of your hand— and get your hands on Windows 98 Upgrade!\*

You'll like the way Palm PCs keep you effortlessly up-to-date. Because of **Microsoft ActiveSync™ technology**, your Palm PC files stay continuously and automatically in synch with your desktop PC. Just connect your Palm PC to your computer, and it does the rest, updating your contacts, calendar, tasks, e-mail and notes. And entering data is a cinch, whether you handwrite notes, or use the voice recorder or on-screen keyboard.

Whether your Windows-based world includes a network, a desktop PC, or a laptop, you'll want the palm-sized unit that best connects with it all. Look for the logo that says "Powered by Microsoft Windows CE" to ensure secure access to every Windows-based device.



When you purchase a Palm PC powered by Windows CE between May 1 and June 30, 1998, you are eligible to receive a coupon worth approximately \$109 to get Windows 98 Upgrade when available.\* Please see your local reseller for details. For more information about the companies that provide Palm PCs powered by Microsoft Windows CE, go to [www.microsoft.com/windowsce/palmpc/](http://www.microsoft.com/windowsce/palmpc/).



Prices may vary. National Software Testing Laboratory, Inc. (NSTL) found the EPSON Stylus Color 600 and the EPSON Stylus Color 800 outperform average speeds of the HP DeskJet 722 by 22% and the HP DeskJet 850 by 31%, respectively. NSTL report available by calling 1-800-CO-EPSON. EPSON, Stylus and PerfectPicture are registered trademarks of Seiko Epson Corp. Micro Piezo and PerfectPicture are trademarks of Epson America, Inc. ©1998 Epson America, Inc.

AT 360 DPI  
YOU SEE THE  
DUCK.

AT 720 DPI  
YOU SEE THE  
FEATHERS.





AT 1440 DPI  
YOU SEE THE  
DECOY.

YOU'VE GOT TO SEE IT IN

EPSON

COLOR.

This decoy could fool a real duck. It may even have fooled you. But it didn't fool our printer. See the brush strokes on the chest? The way the water drop beads on the neck? The amazing EPSON Stylus® Color printers picked up every telling detail. Because they're designed with our exclusive PerfectPicture™ Imaging System. 1440 x 720 dpi for incredible detail. Micro Piezo™ Technology for a clean, consistent dot. And Photo Quality color with laser-sharp black text—for print quality that's already won 62 major awards, including PC Magazine's Editor's Choice. You'll get overall print speeds faster than the leading competitor's. PC/Mac compatibility. Plus a two-year warranty. For more information, call 1-800-GO-EPSON (ask for Operator 3100) or visit us at [www.epson.com](http://www.epson.com). Just tell them a little bird told you.

**PRESENTING THE WORLD'S FIRST 1440 DPI  
COLOR INK JET PRINTERS.**



EPSON Stylus® Color 800. The best printer for business.

EPSON Stylus® Color 600. The best printer for small offices.



# INCREASE YOUR REVENUES WITH THIS POWERFUL INTERNET BUSINESS TOOL.

Business. It's about communicating. Getting ideas across. Selling. Being heard. Making contacts. And it's about building relationships.

## Full motion video and audio e-mail.

Think of it as a lead-generating, image-building, revenue-enhancing tool that's packed with power.

How much power?

Before an important trade show, one entrepreneur sent CVideo-Mail clips to several prospects he had never before met. The result? At the show, executives who received the CVideo-Mail recognized him—and introduced themselves.

A small outdoor recreation business promoted a weekend getaway with CVideo-Mail. Their response can be summed up in a single word: Outstanding. In fact, several customers said they signed up, "just because the e-mail was so cool."



Sending live-action CVideo-Mail does so much more to engage your audience, make your point, close your sale.

More astonishing still, this lucrative market is expected to grow by 66 percent—each year. And we think the sooner you start using CVideo-Mail, the sooner you can begin securing your share of Internet trade.

*"CVideo-Mail is a perfect mechanism for any business professional"*  
ZD Internet Computing  
-March 1998

In short, CVideo-Mail represents trouble-free recording and playback that can help any size business get their message out—and generate more revenues in return.



More remarkable still, the drawing power of CVideo-Mail is only going to increase. Why? Read on, for all the numbers that count.

## A booming Internet means a booming opportunity.

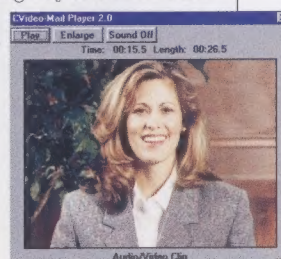
In 1997, United States' businesses spent some \$275 million on direct marketing via the Internet. For each dollar spent, seven dollars were generated in return.

## It's the next wave of technology—available now.

Think about all you've heard about computers and the Internet. About how fast technology changes.

E-mail, voice-mail and even traditional direct mail are now giving way to CVideo-Mail.

And it only makes sense. After all, when you send live-action video and audio, you're doing so much more to engage your audience. You give them faces they can relate to, products



they can see, benefits they can believe. All of which can quickly add up to purchases they're eager to make.

## It's more effective marketing—and easy to use.

Just as importantly, CVideo-Mail is easy to use. Recording your message is as simple as capturing video from the desktop camera we include—or from any standard camcorder or VCR. You can even send Internet voice mail or snapshots with audio.

Those receiving your message play it with the simple point and click of a mouse—without needing any additional hardware or software.

## Get yours today.

With CVideo-Mail you can deliver your most compelling sales messages via the most compelling medium—live action video and audio.

Buy CVideo-Mail at your computer software store today.



To learn more, call 888-295-0833.  
Or visit our web site: [www.cvideomail.com](http://www.cvideomail.com).



# HomeOffice Computing

www.smalloffice.com

Volume 16 • Number 6

JUNE 1998

## cover story & features

### go mobile

**56 Hit the Road** Whether you travel across town or across the country, a portable office can be your best companion. One of these three mobile systems—with pint-size PCs, printers, and more—is sure to suit your on-the-go style.

**64 Sticking It Out in the Sticks** From the 'burbs to the boondocks, technology lets you work in greener pastures. But is computing in the country all it's cracked up to be? Four former city slickers share their survival tips.

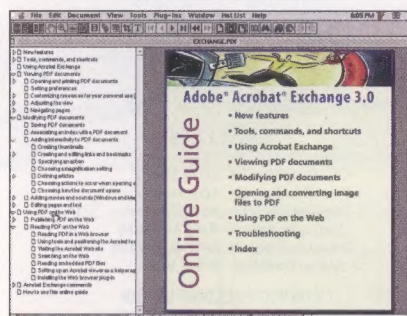
**79 Hardware Buyer's Guide: Ultralight Notebooks**

We test drive five less-than-five-pound portables—from Fujitsu, Hitachi, IBM, Mitsubishi, and Toshiba—to find out if smaller is better.

**89 Software Buyer's Guide: E-Mail Packages** Why miss a message when you're out of the office? Send, receive, and manage e-mail from afar with one of these eight programs.

**70 Cheap & Cheaper** The best things online are free—or at least under \$25. We searched and surfed to find 21 home-office bargains.

**74 Project Yourself** Staring at a deadline? Project management software makes it easy to manage events from home. Follow the details of this concert, down to the final note.



See files, read files with Adobe Acrobat 3.0.

PAGE 31

## reviews & news

**19 Up Front** Your PC as security guard • Lightning-fast online access • Will video-conferencing change business travel? • The high cost of connecting • and more

**29 Sneak Peeks** Our up-to-the-minute report on new hardware and software

**31 New & Noteworthy** HP 620 LX color palm-top • Act! • Imation SuperDisk LS-120 external drive • IBM Aptiva E76 PC • DropChute+ e-mail utility • Microsoft Office 98 for Mac • Carbon Copy 5.0 software • PageMill 3.0 Web authoring tool • PanaSync SL70 17-inch monitor • Acrobat 3.0.1 document reader • Gateway Solo 5100 notebook PC

## how-to

**44 Communications** Protect your privacy • Read e-mail without a PC • Get the most phone for your money • Questions for your cable modem provider

**52 Office Design** Hemmed in by your home office? Low-cost ways to stretch storage space

**97 Your Web Site** Don't make 'em wait! 10 tips to speed your site's download time

**100 Money** Establish better billing practices with the help of software

**102 Sales & Marketing Expo** experts share the tricks of their trade show attendance

**104 Legal** Why a Web surfing policy's a must—even in the smallest of offices

**106 Design Doctor**

When your design tastes and budget are worlds apart, here's how to have the best of both



Surfer Rules  
PAGE 104

**110 Jump Start** Smart start-up software • Quiz: Are you cut out for entrepreneurship?

**112 Ask Us** Is your printer acting up again? Take two aspirin, then turn to these solutions

## columns

**13 The Front Page** Note from our Editor-in-Chief and Editorial Director

**15 Letters**

**132 Workstyles** Just when you think your home office is safe...your computer attacks!

**plus:** 8 HOC ONLINE 119 ADVERTISER INDEX/MARKET SURVEY 121 PRODUCT SHOWCASE/BUSINESS VENTURES





## JOIN HOME OFFICE COMPUTING ONLINE

### On the Web

Stop into [www.smalloffice.com](http://www.smalloffice.com) every morning or during the day to get the latest on how cutting-edge technology relates to the small business person.

- **Trade Show Network:** Clue yourself into trade show tricks in "Sales & Marketing" and then check out our extensive list of trade shows spanning all industries. Cobranded with the Trade Show News Network, this resource is fully searchable by industry, date, city, and name of show ([www.smalloffice.com/services](http://www.smalloffice.com/services)).
- **Strike It Out on Your Own:** Not sure if you can spend 24 hours a day working and living out of your home? Take our test to see if the home office lifestyle suits you. If the results are positive, move on and take another test to evaluate your entrepreneurial abilities ([www.smalloffice.com/maven](http://www.smalloffice.com/maven)).
- **Web Construction Kit:** Build your Web site from scratch using the seven easy steps recommended on our Web construction kit. Keep in mind the easy, but crucial tips from this month's "Your Web Site" column ([www.smalloffice.com/expert/kit.htm](http://www.smalloffice.com/expert/kit.htm)).
- **In the News:** Stay updated on the latest in business/technology by reading the smalloffice.com news, which is updated Monday through Friday ([www.smalloffice.com/web](http://www.smalloffice.com/web)).
- **Weekly E-mail:** Don't have time to stop by our site every day, then sign up for the weekly e-mail. It will keep you updated on all the important aspects of the site ([www.smalloffice.com](http://www.smalloffice.com)).

### On the Cover

Featured on our cover: IBM's ThinkPad 560X, MediaPhile's Presentation Audio System, HP's DeskJet 340, and Nokia's 9000i Communicator. Photographed by Marcelo Coelho; assisted by David Malykont.



## ON TELEVISION

- Tune in to CNN's financial network, CNNfn, and watch Take It Personally. Our Editors appear the second Tuesday of every month between 5:30 and 6 p.m. ET to discuss current small office issues, demonstrate technology, and answer your questions.



## ON THE RADIO

- Set your dial to your local CBS affiliate (log on to [www.cbsradio.com](http://www.cbsradio.com) to find a station in your area). Every day in Home Office Computing's Small-Business Minute, features editor John Godfrey gives you practical and timely news and ideas for growing your business with technology.

# HomeOffice Computing

[www.smalloffice.com](http://www.smalloffice.com)

### EDITORIAL

**New York** 212-547-6300  
 VP, Editorial Director John Dickinson  
 Editor in Chief Eric Grevstad  
 Executive Editor Susan Rich Brooke  
 Senior Editor Gail Gabriel  
 Managing Editor Suzanne Valettutti  
 Features Editors John Godfrey  
 Catherine Greenman  
 Senior Reviews Editor Philip Albinus  
 Assistant Reviews Editor Darren Gladstone  
 Editorial Assistant John DeVore  
 Contributing Editors Rick Broida, Bonny Georgia,  
 Chuck Green, Steve Morgenstern, Linda Stern

Vice President, Creative Robert Ross  
 Design Director Ken deBie  
 Art Director Mary Franz

### NEW MEDIA GROUP

Manager, Online Development Risa Cohen  
 Online Editor Mollie Neal  
 Senior Forum Leader Charles Pappas

### ADVERTISING SALES OFFICES

**New York** 212-547-6300  
 Group Publisher Scott J. Seltz  
 Assistant to the Group Publisher Vivian Aquino  
 Associate Publisher/Marketing Jill Montaigne  
 Advertising Director-East Michele Lipstein Robinson  
 Advertising Manager  
 New England/Midwest Blaire Rzempoluch  
 Sales Assistant Christopher Francis  
 Market Research Manager Leslie Wolfberg  
 Account Executives Jennifer DiMatteo, Heath Eiden  
  
**Detroit** 248-646-7989  
 Advertising Manager Barbara Dickinson  
  
**Austin** 512-480-2236  
 Advertising Manager-Southeast Joan Carroll  
  
**Chicago** 312-245-1278  
 Sales Assistant Laura Pawlowski

**San Francisco** 415-732-5976  
 Advertising Director-West Meredith Browning  
 Advertising Manager-Northwest Carin Young  
 Sales Assistant Jennifer Cutler  
  
**Southern California** 310-579-6300  
 Advertising Manager Todd Klavin

### CURTCO FREEDOM GROUP CUSTOM PUBLISHING

**California** 310-579-3410  
 Managing Director Brett Anderson

**New York** 212-547-6300  
 New Business  
 Development Director Stacey Staaterman  
 Project Director Lori M. Traub

### BUSINESS & PRODUCTION

Vice President Manufacturing Randall Ishimine  
 Business Manager Seth Rosenfield  
 Production Manager John P. Walsh Jr.  
 Director of  
 Advertising Services Dale Stone  
 Advertising Services Coordinator Lauren Siegel

### CIRCULATION

Group Circulation Director Lauren Herr  
 Circulation Director Carla Bianco  
 Circulation Manager Amy Jacobs  
 Newsstand Director Mark Gateley  
 Newsstand Analyst Mary Ann Robb  
 Circulation Assistant Kelly M. Gordon  
 Circulation Consultant Bruce Miller

### CURTCO FREEDOM GROUP

29160 HEATHERCLIFF RD. MALIBU, CA 90265  
 President/CEO William J. Curtis  
 Executive VP/Group Publisher William D. Hollier  
 Assistant to the Executive VP Brooke Roma  
 Assistant to the President Melody Larsen

### FREEDOM MAGAZINES INC.

President Sam Wolgemuth  
 Executive Assistant Heidi Grouya  
 Chief Financial Officer Evelyn Carlson

**SUBSCRIPTIONS (U.S.)** 800-288-7812  
**SUBSCRIPTIONS (Canada/Foreign)** 303-678-0439  
**REPRINTS** 612-582-3800



four more desks: \$625

second laser printer: \$999

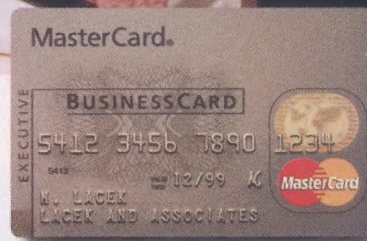
larger conference table: \$755

becoming a bigger fish in the pond:

priceless



the new Executive BusinessCard has a higher credit limit and  
a range of payment options designed to help manage your cash flow.  
to learn how to apply, call 1-800-727-8825.



there are some things money can't buy.  
for everything else there's MasterCard.®



# MICRON KNOWS WHAT YOU'RE LOOKING FOR. (AND IT'S NOT A CATCHY HEADLINE)



We don't build our systems for people who are easily impressed by flashy marketing. We build them for the people who do their homework. Those who know the industry, read the reviews, and are willing to make decisions based on

---

*"POWER USERS WILL LOVE THE NEW MICRON MILLENNIA" - PC MAGAZINE*

---

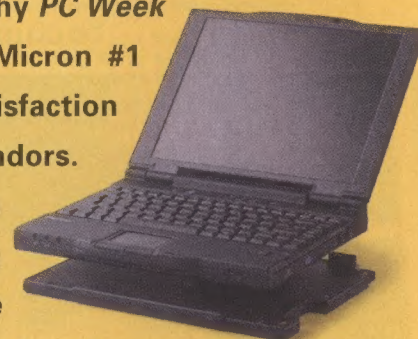
who makes the best product at the right price.

No cute mascot. No artsy photography. No clever tag line. We simply use the finest components to build a better product and sell those systems directly to the customer for less money.



Perhaps that's why *PC Week* readers ranked Micron #1 in customer satisfaction among all PC vendors.

Next time you're shopping around, compare Micron's price and performance to any in the industry. After all, once you buy your system and plug it in, all of the hype and all of the clever marketing gimmicks that may have swayed your decision no longer matter. What you need



---

*"PROVIDING REMARKABLY HIGH PERFORMANCE AND SOME WONDERFUL VERSATILITY, THE MICRON TRANSPORT 266 IS OUR EDITOR'S CHOICE WINNER" - PC MAGAZINE*

---

is a box that works and stays working, superior tech support, and a price below what you expect to pay. And that's exactly what we offer.



TO ORDER CALL TOLL-FREE  
**800-700-0593**

©1998 Micron Electronics, Inc. All rights reserved. Micron Electronics is not responsible for omissions or errors in typography or photography. All purchases are subject to availability. Prices and specifications may be changed without notice; prices do not include shipping and handling and any applicable taxes. 36-day money-back policy does not include return freight and original shipping/handling charges, applies only to Micron brand products and begins from date of shipment. All sales are subject to Micron Electronics current terms and conditions of sale. Lease prices are based on 30-month lease. The Intel Inside Logo and Pentium are registered trademarks and MMX is a trademark of Intel Corporation. Microsoft, Windows, Windows NT and the Windows logo are registered trademarks of Microsoft Corporation. Product names of Micron Products are trademarks of Micron Electronics, Inc. Other product names used in this publication are for identification purposes only and may be trademarks of their respective companies. \*Maximum transmission speed of up to 56Kbps when downloading data and 33.6Kbps when uploading. However, actual performance is dependent upon numerous factors and observed transfer rates may be less than the maximum potentials. \*\*The Transport Trek 166MHz system was ranked #1 by PC World, at the time of ranking the system was code-named "Micron Meltdown." \*\*\*System Wizard Mobile Client requires Windows 95 and optional modem.



## Micron™ Millennia® Desktops

Millennia 233	Millennia 333	Millennia 350	Millennia 400	Millennia 400 Plus
<ul style="list-style-type: none"> <li>Intel 233MHz Pentium® II processor</li> <li>32MB SDRAM</li> <li>4.0GB Ultra ATA hard drive</li> <li>15" Micron 500FGx, .28dp monitor (13.7" display)</li> <li>82440LX chip set</li> <li>512KB internal cache, 2MB flash BIOS</li> <li>3.5" floppy drive</li> <li>32X EIDE variable speed CD-ROM drive</li> <li>128-bit AGP Diamond Viper V330 (nVidia), 4MB EDO SGRAM &amp; MPEG</li> <li>Integrated 32-voice Wavetable 3D stereo sound</li> <li>Advent AV009 stereo speakers</li> <li>56K x2 data/fax modem*</li> <li>104-key enhanced keyboard</li> <li>Microsoft® IntelliMouse™</li> <li>Microsoft Windows® 95 and Microsoft Plus!</li> <li>Microsoft Office 97 Small Business Edition</li> <li>5-year/3-year Micron Power™ limited warranty</li> </ul>	<ul style="list-style-type: none"> <li>Intel 333MHz Pentium II processor</li> <li>32MB SDRAM</li> <li>4.0GB Ultra ATA hard drive</li> <li>17" Micron 700FGx, .26dp monitor (16" display)</li> <li>82440LX chip set</li> <li>512KB internal cache, 2MB flash BIOS</li> <li>3.5" floppy</li> <li>32X EIDE variable speed CD-ROM drive</li> <li>128-bit AGP Diamond Viper V330 (nVidia), 4MB EDO SGRAM &amp; MPEG</li> <li>Integrated 32-voice Wavetable 3D stereo sound</li> <li>Advent AV009 stereo speakers</li> <li>56K x2 data/fax modem*</li> <li>104-key enhanced keyboard</li> <li>Microsoft IntelliMouse</li> <li>Microsoft Windows 95 and Microsoft Plus!</li> <li>Microsoft Office 97 Small Business Edition</li> <li>5-year/3-year Micron Power limited warranty</li> </ul>	<ul style="list-style-type: none"> <li>Intel 350MHz Pentium II processor</li> <li>32MB PC100 SDRAM</li> <li>4.0GB Ultra ATA hard drive</li> <li>17" Micron 700 FGx, .26dp monitor (16" display)</li> <li>82440BX chip set</li> <li>512KB internal cache, 2MB flash BIOS</li> <li>3.5" floppy</li> <li>32X EIDE variable speed CD-ROM drive</li> <li>128-bit AGP Diamond Viper V330 (nVidia), 4MB EDO SGRAM &amp; MPEG</li> <li>Integrated 64-voice Wavetable 3D stereo sound</li> <li>Advent AV009 stereo speakers</li> <li>56K x2 data/fax modem*</li> <li>104-key enhanced keyboard</li> <li>Microsoft IntelliMouse</li> <li>Microsoft Windows 95 and Microsoft Plus!</li> <li>Microsoft Office 97 Small Business Edition</li> <li>5-year/3-year Micron Power limited warranty</li> </ul>	<ul style="list-style-type: none"> <li>Intel 400MHz Pentium II processor</li> <li>32MB PC100 SDRAM</li> <li>4.0GB Ultra ATA hard drive</li> <li>17" Micron 700 FGx, .26dp monitor (16" display)</li> <li>82440BX chip set</li> <li>512KB internal cache, 2MB flash BIOS</li> <li>3.5" floppy</li> <li>32X EIDE variable speed CD-ROM drive</li> <li>128-bit AGP Diamond Viper V330 (nVidia), 4MB EDO SGRAM &amp; MPEG</li> <li>Integrated 64-voice Wavetable 3D stereo sound</li> <li>Advent AV009 stereo speakers</li> <li>56K x2 data/fax modem*</li> <li>104-key enhanced keyboard</li> <li>Microsoft IntelliMouse</li> <li>Microsoft Windows 95 and Microsoft Plus!</li> <li>Microsoft Office 97 Small Business Edition</li> <li>5-year/3-year Micron Power limited warranty</li> </ul>	<ul style="list-style-type: none"> <li>Intel 400MHz Pentium II processor</li> <li>64MB PC100 SDRAM</li> <li>8.4GB Ultra ATA hard drive</li> <li>17" Micron 700 FGx, .26dp monitor (16" display)</li> <li>82440BX chip set</li> <li>512KB internal cache, 2MB flash BIOS</li> <li>Integrated 100MB Iomega Zip drive/3.5" floppy drive</li> <li>DVD-ROM drive and PCI decoder card</li> <li>128-bit AGP Diamond Viper V330 (nVidia), 4MB EDO SGRAM &amp; MPEG</li> <li>Integrated 64-voice Wavetable 3D stereo sound</li> <li>Advent AV009 stereo speakers</li> <li>56K x2 data/fax modem*</li> <li>104-key enhanced keyboard</li> <li>Microsoft IntelliMouse</li> <li>Microsoft Windows 95 and Microsoft Plus!</li> <li>Microsoft Office 97 Small Business Edition</li> <li>5-year/3-year Micron Power limited warranty</li> </ul>
<b>\$1,599</b> Bus. Lease \$56/mo	<b>\$2,099</b> Bus. Lease \$73/mo	<b>\$2,299</b> Bus. Lease \$80/mo	<b>\$2,499</b> Bus. Lease \$87/mo	<b>\$2,945</b> Bus. Lease \$101/mo

## TransPort® Trek™

Common Features on all TransPort Systems:

- 512KB L2 pipeline burst cache
- PCI bus with 128-bit graphics accelerator
- USB, parallel, serial, VGA, PS/2, ports
- S-Video Out; MPEG compatible
- CardBus and Zoomed Video ready
- Wavetable/3D positional sound
- Microphone, stereo line-in & line-out jacks
- 2 Type II or 1 Type III PCMCIA slots
- 20X modular CD-ROM drive
- 2-way infrared port
- Touchpad pointing device
- Modular floppy drive
- Li-Ion battery
- Norton Anti-Virus
- System Wizard Mobile Client™
- Microsoft Windows 95 and Microsoft Plus!
- 5-year/1-year Micron limited warranty

Trek 233	Trek 233	Trek 266
<ul style="list-style-type: none"> <li>233MHz Intel Pentium processor with MMX™ technology</li> <li>32MB EDO RAM</li> <li>2.1GB hard drive</li> <li>12.1" SVGA TFT display</li> </ul>	<ul style="list-style-type: none"> <li>233MHz Intel Pentium processor with MMX technology</li> <li>32MB EDO RAM</li> <li>2.1GB hard drive</li> <li>13.3" XGA TFT display</li> <li>Microsoft Office Small Business Edition</li> <li>Choice of Portable Software Solutions Pak</li> </ul>	<ul style="list-style-type: none"> <li>266MHz Intel Pentium processor with MMX technology</li> <li>32MB EDO RAM</li> <li>3.2GB hard drive</li> <li>13.3" XGA TFT display</li> <li>Microsoft Office Small Business Edition</li> <li>Choice of Portable Software Solutions Pak</li> </ul>
<b>\$1,999</b> Bus. Lease \$70/mo	<b>\$2,499</b> Bus. Lease \$87/mo	<b>\$2,699</b> Bus. Lease \$92/mo

## GoBook™

Common Features on All GoBook Systems:

- 4.4 lbs (with floppy)
- 6.7 lbs (with opt. base battery & floppy)
- 512K L2 pipeline burst cache
- 12.1" SVGA display
- PCI bus with 128-bit graphics
- USB, parallel, serial, VGA, PS/2, NTSC/S-Video ports
- S-Video Out; MPEG compatible
- CardBus/Zoomed Video ready
- 16-bit stereo/Wavetable sound
- Microphone, stereo line in/out jacks
- 24X modular CD-ROM drive
- 2 Type II or 1 Type III PCMCIA slots
- 2-way infrared port
- Touchpad pointing device
- Modular floppy drive
- Norton Anti-Virus
- System Wizard Mobile Client™
- Microsoft Windows 95 and Microsoft Plus!
- 5-year/1-year Micron limited warranty

GoBook 233	GoBook 233	GoBook 266
<ul style="list-style-type: none"> <li>233MHz Intel Pentium processor with MMX technology</li> <li>32MB EDO RAM</li> <li>2.1GB hard drive</li> <li>Super base battery</li> <li>Bay battery</li> <li>Microsoft Office Small Business Edition</li> <li>Choice of Portable Software Solutions Pak</li> </ul>	<ul style="list-style-type: none"> <li>233MHz Intel Pentium processor with MMX technology</li> <li>32MB EDO RAM</li> <li>2.1GB hard drive</li> <li>Super base battery</li> <li>Bay battery</li> <li>Microsoft Office Small Business Edition</li> <li>Choice of Portable Software Solutions Pak</li> </ul>	<ul style="list-style-type: none"> <li>266MHz Intel Pentium processor with MMX technology</li> <li>32MB EDO RAM</li> <li>2.1GB hard drive</li> <li>Super Base battery</li> <li>Bay battery</li> <li>Microsoft Office Small Business Edition</li> <li>Choice of Portable Software Solutions Pak</li> </ul>
<b>\$2,599</b> Bus. Lease \$89/mo	<b>\$2,999</b> Bus. Lease \$102/mo	<b>\$3,299</b> Bus. Lease \$113/mo



## MICRON POWER™

**WARRANTY**

5-year limited warranty on microprocessor and main memory  
 3-year limited warranty on system software  
 3-year limited warranty on system hardware (Micro-membrane and camera systems)  
 30 days of Micron support software support for Micron desktop systems, 30-day  
 software support for Micron laptop systems, 30-day software support for Micron  
 30-day software support for Micron  
 30-day software support for Micron  
 30-day software support for Micron

TO ORDER CALL TOLL-FREE **800-700-0593** OR ONLINE AT **www.micronpc.com**



Three things your mouse can't do:

**ROLL OVER!**

**SPEAK!**

**LISTEN!**



It's time to find a more faithful companion for your PC: the Philips SpeechMike.™ This revolutionary input device contains a trackball, microphone and speaker—all in one ergonomically designed handheld device. With SpeechMike, you're no longer chained to the keyboard—you don't even need a flat surface to work on. And that just might leave your old mouse in the doghouse. Find out more about SpeechMike on-line at: [WWW.SPEECHMIKE.PHILIPS.COM](http://WWW.SPEECHMIKE.PHILIPS.COM) or call 1-888-SPEECH-4.



**PHILIPS**

*Let's make things better.*



# The Power to Leave Your Desk



**ERIC GREYSTAD**  
Editor in Chief

WHEN I STARTED MY FREE-lance business, my idea of the model home office schedule was Nero Wolfe's: Between avid reading, gourmet meals, and an inviolable four hours daily in his orchid conservatory, Rex Stout's fictional hero fit in only sporadic appointments as a private detective—and

even then delegated all the legwork to his assistant Archie Goodwin.

The reality, as you can probably testify yourself, proved far less lazy. To this day, I dislike folks who think working at home doesn't mean working hard—the friends who skip the self-discipline and motivation parts to focus on, “Oh, you can wear slippers all day”; the boss who suspects your request to telecommute is a request to watch daytime TV.

That said, I should make an all-too-human confession: I never logged a full 480 minutes' work from 9 to 5 then, and I don't today in my job at *Home Office Computing*. I think

one of the neatest benefits of a home office is the opportunity to set not only your own hours but your own minutes—to take the solo equivalent of the water-cooler breaks that boost productivity among traditional workers.

And the neatest tools for enabling idle time within business hours are those that turn other time into productive hours—technologies originally invented for traveling professionals.

That's why you don't have to be a sales rep or consultant with a million frequent-flier miles to profit from the products in this issue's “Go Mobile” articles. You just have to remember my mantra: Flex-

time permits downtime.

You don't have to juggle your schedule to get your car serviced if your cell phone lets you work through the wait for an oil change. You needn't feel guilty about leaving your office to pick up your kids if you can dictate ideas to a voice-recording PDA while you drive.

Put it this way: I use my notebook PC on planes only a few times a year, but I'll use it for an hour on my commuter train tonight, which makes up for the 20-minute walk I took at lunch, which kept me from dozing off this afternoon. If you can work while unplugged, it's easier to unplug every so often at work.

## Get Off Microsoft's Case

THE CASE AGAINST Microsoft is clear: The company's Windows product gives it a monopoly in operating systems software for PCs. It remains for some government prosecutor to prove that in court, but no one who has ever used, bought, or even looked at a PC can doubt that fact or argue with it. Has Microsoft's monopoly harmed Sun Microsystems? Not a chance. Netscape? Maybe. Intuit? Possibly. Apple? Sure.

But have you been hurt by Microsoft's monopoly? No. In fact, without it you wouldn't have a uniform

system (however good or bad) with which to use computers in your home office. You wouldn't be able to move yourself and your programs from one machine to another without retraining or reprogramming. And you'd have a generally harder time using computers in your business.

Which is, of course, the case for Microsoft. Now, I'm not going to try to tell you that the company's benign or that Bill Gates is a nice guy—in fact, the company's a very tough competitor. But because it's competing for your business, you're the one who

benefits. And, yes, Microsoft has beaten some of its competitors and even bought out some of them—but then so have the New York Yankees.

What I don't understand is the U.S. Department of Justice. As I write this, the D.O.J. has decided to let Microsoft go ahead and ship Windows 98 as long as Internet Explorer is optional. But because everyone will opt to take it anyway, what's the point? Also inexplicable is the decision to pursue a “wider” case showing that Microsoft Windows competes unfairly with Sun's Java. Because Java is a programming lan-



**JOHN DICKINSON**  
Editorial Director

guage and Windows is an operating system, that's like saying that fish compete unfairly with turkeys.

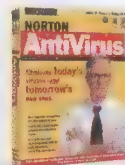
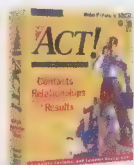
Why should you care? All Java will ever do for you is help you download multimedia applications from the Internet. Microsoft, on the other hand, will keep you computing.



## Is This What Your Customer Looks Like?

### Symantec Helps You Focus On Your Customer.

As a small business owner, you know that keeping your customer in focus is critical to your success. That's why you need Symantec Small Business Software. Symantec has a line of products for small businesses like yours that will help you be more productive and stay well protected. And that means more time in front of your customer and less time in front of your computer. Which is exactly the way it should be.



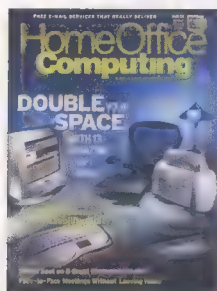
CALL 1-800-835-6222 EXT. 9CH16 TO ORDER YOUR FREE 30-DAY TRIAL CD!

**SYMANTEC**

CD available in PC format only. Symantec and the Symantec logo, ACT!, WinFax, Norton AntiVirus and Norton Utilities are registered trademarks of Symantec Corporation. Norton Uninstall and WinFax PRO are trademarks of Symantec Corporation. © 1998 Symantec Corporation. All other brand names and trademarks are the property of their respective owners. All Rights Reserved.

CIRCLE READER SERVICE 50





## Free E-mail Fury

The main reason we use the e-mail service Juno is one not mentioned in your article "Free for All" (April, page 42). All the other services referred to in your story require Internet access. With Juno, however, we're able to send and receive e-mail without the additional cost of subscribing to an ISP. It truly is free.

**Maggie Ross & Larry Wayne Clark**  
Brainchild Music  
Nashville, TN  
via the Internet

The April article on free e-mail services was disappointing. I checked out a couple of the different services that you mentioned, but they did not offer what your magazine claimed. NetAddress does not have a toll-free number to call to hear your e-mail; ProntoMail does not offer faxing or voice-mail messaging via e-mail; and Hotmail does not provide faxing. I hope that in the future you'll check the accuracy of your reporting so as not to waste your readers' time.

**Jim Simmons**  
Re/Max Realtors of Princeton  
Hamilton, NJ  
via the Internet

Although I've always found your charts accurate, I was disappointed by your e-mail service review. Contrary to what you report, Hotmail does indeed have an address book, and it is much more useful than what Juno offers.

**JJ Parks**

In your communications chart, you state that Hotmail does not have an

address book. I am a user of Hotmail, and it does have an address book, but it's only for e-mail addresses. There is a free online address book at PlanetAll ([www.planetall.com](http://www.planetall.com)) that keeps track of addresses of all kinds.

**Ryan L. Trumbull**  
Fort Collins, CO  
via the Internet

EDITOR'S NOTE: Due to a reporting error that slipped passed our fact-checking team, some of the information was incorrectly represented in the chart on page 44. We regret the errors and any inconvenience they may have caused. The correct information regarding the services offered can be obtained at their respective Web sites: Bigfoot ([www.bigfoot.com](http://www.bigfoot.com)); NetAddress ([www.usa.net](http://www.usa.net)); Hotmail ([www.hotmail.com](http://www.hotmail.com)); Valise ([www.valise.com](http://www.valise.com)); ProntoMail ([www.comm touch.com](http://www.comm touch.com)); and Juno ([www.juno.com](http://www.juno.com)).

## Double for Nothing

I enjoyed your feature article "Double Up" (April, page 64). Please add to the wish list of double-duty

products the following:

Peachtree Accounting for Windows, Peachtree Complete Accounting for Windows, and MYOB. These accounting packages will send out dunning messages in addition to crunch numbers.

**Margaret Gow**  
via the Internet

## Can the Spam

In regard to "What Spammers Are Really Selling" (Up Front, April, page 13): I don't believe that spamming is correct, and it should never be used to promote business. However, there are many good job opportunities available online. Unfortunately, many income-seeking people miss out on legitimate offers because they dismiss it as spam. Spamming hurts existing businesses and home-based wannabes.

**Ronny Brodbeck**  
Global Enterprises  
Portland, OR  
via the Internet

## More Features

Does the 1998 Day-Timer manage expenses and calculate income (April, News & Noteworthy, page 29)? If not, it lacks the most important features that I'm looking for in a PIM.

**Joan Lavine**  
Los Angeles, CA  
via the Internet

EDITOR'S NOTE:

Unfortunately, the PIMs we've seen don't include these features. We will mention your concerns in upcoming vendor meetings and trade shows.

## The Bottom Line

Although I enjoy HOME OFFICE COMPUTING magazine and how it focuses on the small-office/home-office niche, I was disappointed in the article "Sit on It" (April, page 84). I have yet to meet anyone in the SOHO crowd that has the money to put down \$400 (or more) on a single office chair, let alone \$1,000! Maybe \$200, perhaps \$300, but never more. Next time, could the target product be a little more attainable?

**J. Tomlin**  
via the Internet

## Correction

In our April 1998 feature "Sit on It" (page 84), the photograph of the Parachute chair is the three-piece model. In fact, we reviewed the one-piece model that sells for \$338.



We'd love to hear from you.

**Write:** Letters to the Editor  
Home Office Computing  
156 West 56th Street  
New York, NY 10019

**E-mail:** [lettershoc@aol.com](mailto:lettershoc@aol.com)

**Fax:** 212-547-6427

**Phone:** 212-547-6300

Letters must include the writer's name, business name, address, and phone number. We cannot respond to every letter and phone call received. Letters included here may be edited for length and clarity.





look

\*Connect-time charges may apply.

©1998 Microsoft Corporation. All rights reserved. Microsoft and Where do you want to go today? are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.





# How to make like the company you are the company you're going to be.

-----  
From: New Microsoft Publisher 98  
Sent: Wednesday, 5:12 p.m.  
To: Small businesses  
Subject: First impressions.  
-----

If you don't have the skills or deep pockets to produce professional-looking marketing materials, Microsoft® Publisher 98 does. You start with more than 1,600 professionally designed publication templates, such as newsletters, brochures, business cards—even Web sites. Then built-in Wizards walk you through the process of creating the unique look that's right for your business. Use the Wizards to change your Color Scheme or design at any time; Publisher will apply the changes across the board. Publisher even lets you turn one type of publication into another—like changing that great newsletter into a great Web site, or that great Web site into a brochure. And with all this professional help, your marketing materials are bound to leave a lasting impression. Publisher 98 is available as part of Microsoft Office 97 Small Business Edition, or you can get it separately. For a 30-day free\* trial, visit [www.microsoft.com/publisher/now/](http://www.microsoft.com/publisher/now/).

**Microsoft®**

Where do you want to go today?\* [www.microsoft.com/publisher/now/](http://www.microsoft.com/publisher/now/)



Includes Internet  
phone capabilities

Communication Software for Busy People

# COMMUNICATE!



**COMMUNICATE! PRO** software transforms your PC into a powerful communications center. It organizes your phone, fax, pager, Internet access, e-mail and voice mail. You'll save money with Internet phone and Fax-on-Demand. You'll save time with Pager Dispatching, Contact Management, and CallAnswer Wizard — *greet callers with personalized messages!* These and dozens of other useful features let you work smarter — not harder. Reduce your paperwork and save time by centralizing all your communications under one, easy-to-use interface. Whether you're in the office, at home or on the road, COMMUNICATE! PRO is the software of choice for busy people.

Available at most major computer retail stores, COMMUNICATE! PRO runs on Windows®95 and Windows®NT.



VISIT OUR WEB SITE

[www.01com.com](http://www.01com.com) 15-Day Free Software Trial

Toll Free: 1-800-668-2185 Telephone: 1-905-795-2888 Facsimile: 1-905-795-0101 E-mail: [hoc@01com.com](mailto:hoc@01com.com)

Features and specifications subject to change without notice. COMMUNICATE! and COMMUNICATE! PRO are registered trademarks of 01 Communique Laboratory, Inc. All other products are trademarks or registered trademarks of their respective owners.

**PRO**

## Internet

- Save with Internet phone calls to family and friends (supports H.323)
- Send, receive and broadcast Internet e-mail
- Launch your web browser

## Fax & Data

- Send, receive and broadcast faxes
- Fax back and Fax-on-Demand
- Customize cover pages
- Mini-BBS capabilities

## Telephone

- CallAnswer Wizard
- Fully featured voice mail
- Retrieve messages remotely
- Record phone conversations
- Pager Dispatching
- Unlimited Contact Manager

## COMMUNICATE!

Integrates telephone answering, speaker phone, fax, Internet e-mail, data communication, contact management, OCR, and graphics editor under one, easy-to-use interface. For small business, home office and mobile users.

**Only \$69!**

ESTIMATED STREET PRICE



## COMMUNICATE! PRO

In addition to the standard COMMUNICATE! features, PRO also includes: Internet phone, CallAnswer Wizard, Pager Dispatching, Fax-on-Demand, Contact History and launching a web browser. The software of choice for busy people.

**Only \$109!**

ESTIMATED STREET PRICE





Views on the news

# up front

## HOME SECURITY

### This Property Protected by PC

**T**HE BIG-TICKET ELECTRONIC equipment in your home office is a big-time temptation to burglars. To keep the bad guys at bay, turn your computer system into a security guard with a program like IBM's Home Director or Home Automated Living's HAL2000. Although neither will turn your house into Fort Knox, each can help by making it look

existing home wiring to automatically turn on lights and other appliances. The starter kit, which switches on one appliance and one lamp, costs \$99; the Room Expansion Kit (\$89) flips on more lamps and appliances. Earlier this year, IBM introduced a voice-enabled version for its Aptiva PCs, and this summer, the \$5,000 Home Director Professional will

be available for installation in new homes. It's an Everyman's version of the technology found in Bill Gates's superautomated Seattle manse.

For \$399, HAL2000 ([www.automatedliving.com](http://www.automatedliving.com)) uses voice-recognition technology to turn on lights, arm a security system, or even start a car. Whether you're across town or halfway around the world, you can

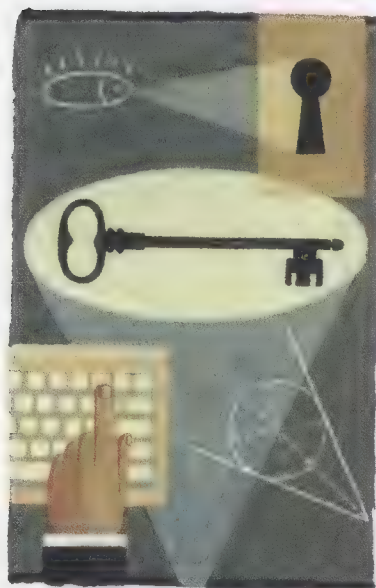
your choice by e-mail, fax, or phone.

Determined burglars will still pilfer expensive equipment, but you can make it easier to recover the goods. Armed with Absolute Software's \$89 CompuTrace ([www.absolute.com](http://www.absolute.com)), computers regularly send silent signals to an online monitoring service. The company claims it can track down a stolen computer once it's connected to a phone line—even if caller ID is blocked or the number is unlisted.

Another option is to register all electronics with the National Computer Registry ([www.pcid.com/](http://www.pcid.com/)). Your items are logged into the registry's database, and then you're given tags with an additional ID number and a toll-free number to attach to the equipment so that police and honest citizens can call when they find your stuff. A one-time fee of \$69 covers all the equipment found in a typical home office, including a desktop computer, laptop, peripherals, pager, and cell phone.

And make sure you have enough replacement-value insurance, says Gerald Celente, director of the Trends Research Institute. "People buy a lot of equipment without realizing how much value they have."

—ALISON ASHTON



occupied while you're away.

"The more signs of life in your house, the better your chances of not being robbed," says Rich Bernes, executive director of the Technology Theft Prevention Foundation and former head of the FBI's high-tech crimes squad.

Home Director ([www.ibm.com](http://www.ibm.com)) uses a PC and

phone home to tell HAL what to do next (Internet interface is optional). To keep an eye on things, Synchronys's \$49 eyeCatcher program ([www.synchronys.com](http://www.synchronys.com)) hooks up to a PC video camera for 24-hour surveillance. If an intruder approaches, this electronic guard dog sounds an alarm and notifies the person of

## FIVE 'N' DIME

### THE EYES HAVE IT

You want a home office with a nice view, but what happens when the glare gets to be too much? Simple: Drop \$5.99 on DAP Enterprises's CompuVISOR ([www.dapworld.com](http://www.dapworld.com)), a cardboard shield that attaches to your monitor and greatly reduces shimmering screens. The CompuVISOR, which also comes in a notebook version for \$7.99, is designed to accommodate 14-, 15-, and 17-inch monitors. Just fold, stick, and stop squinting.

### THE LARGESSE SOFTWARE COMPANY

Bill Gates, always ready to give something away if it improves his market position, is at it again. The Microsoft Office Update News Service isn't likely to show up on Netscape's radar, but it's still a nifty tool. The twice-monthly, members-only newsletter is free to registered Office 97 users. Sign up at [www.microsoft.com](http://www.microsoft.com) and take advantage of insider tips on topics such as drawing tables in Word and manipulating page breaks in Excel.

### CAN I SEE SOME ID?

Hopping on the CD-Recordable bandwagon, though advisable, is not enough. Once you've recorded your files, you still need to identify your creations. CD LabelCorp's CustomCD Labels ([www.cdlabelcorp.com](http://www.cdlabelcorp.com)) \$24.95 kit gives you everything you need to get started, including: 100 stick-on labels, template software that works with all the major applications (Mac and PC), and 2,000 Clipart images.



## INTERNET SERVICE PROVIDERS

# Handicapping the High Cost of Connecting

**T**HE COST OF CONNECTING to the Web just increased for the millions of users signed up with America Online and IBM's Internet Connection Services. Both introduced pricier plans effective April 1—and your provider could be next.

America Online's decision to raise its basic rate from \$19.95 per month to \$21.95 didn't exactly send shock waves through the Internet service provider industry, but it does mean that thousands of home-based workers will spend more for their Internet connection/e-mail package. And because the vast majority of ISPs currently charge \$19.95 for unlimited usage, all eyes will be on AOL to see if the browsing public accepts the rate hike.

"We have seen extraordinary growth in the amount

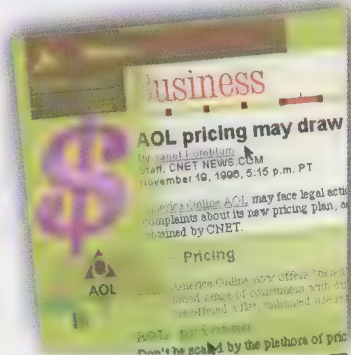
of time our customers spend online," says AOL spokesperson Tricia Primrose. "This is a wonderful thing—the Internet is becoming a bigger part of their lives—but there's a cost associated with that from our end. We think this modest increase is something our subscribers will accept."

Not everybody is convinced of that.

"With the level of service they've been providing, they must be out of their minds to raise it to that price," says Russ Pillar, president and CEO of Prodigy. Though AOL offers much original content, problems with connections, slow e-mail delivery, and spam-filtering limitations have made it unreliable.

IBM, consistently ranked at or near the top of the ISP

pool, has kept its \$19.95 basic rate intact, but capped usage at 100 hours. Net junkies who exceed the limit will be charged an extra \$1.95 per hour. According



to IBM's own research, the typical subscriber spends 20 to 30 hours online.

"What we're finding with the \$19.95 unlimited plan is that a very small percentage of users—under 10 percent—are using well over 40 percent of our bandwidth," says an IBM spokesperson.

"We decided to charge the people who were using the service excessively, and allow the others to keep the same price structure."

Questions remain about rival ISPs' pricing plans. A Microsoft Network spokesperson says the service doesn't plan to alter its rates. Prodigy doesn't intend to increase its monthly fees, according to Pillar, but nobody is promising anything. "A lot of people are playing chicken to see if anyone is going to follow AOL to that price," he says.

At least one ISP has taken this opportunity to distance itself from the field. MCI recently announced an unlimited usage, \$14.95-per-month plan that could appeal to fed-up AOLers. The \$84 annual savings—when you sign up for MCI long-distance service—could make a dent in AOL's 11 million-member base.

—JOHN GODFREY

## BOOKSHELF

## No Strain, Some Gain

### The Repetitive Strain Injury Recovery Book



(Walker and Co.). Quilter, an RSI sufferer and expert, explores a variety of different maladies. She offers the best treatment options and gives self-care tips on minimizing further damage so you can get back to work as soon as possible.

**T**HE BUREAU OF LABOR STATISTICS reports that repetitive strain injuries (RSIs) account for 64 percent of all workplace illnesses, and yet many health-care providers are hesitant to treat these ailments. Thankfully, you don't have to wait for your physician to figure out what to do—just pick up a copy of Deborah Quilter's *The Repetitive Strain Injury Recovery Book*

—JOHN GODFREY

## WE SALUTE

...MCI for awarding technology grants to 10 public library systems so that these institutions can continue to provide Internet access to those who can't connect on their own. According to MCI's research, 27 million users reached the Internet last year through an alternative access point (not home, school, or work). Public libraries are the number-one alternative Internet on-ramp, and MCI is awarding \$30,000 to enable selected library systems to fund individual technology projects so they can continue their commitment to public access.

## WE DISPUTE

The National Governors' Association for opposing both the Internet Tax Freedom Act and President Clinton for his support of the legislation. "The 21st-century marketplace requires a 21st-century sales tax system that is more uniform, consistent, and streamlined," Utah Gov. Michael O. Leavitt and Colorado Gov. Roy Romer said in a joint statement. The NGA says its plan rewards states that achieve a "simpler, fairer electronic-commerce tax system," but it fails to recognize that online businesses already pay taxes for phone-line usage.



*You have what it takes to make your*

*small business into whatever you want*

**accomplish more**

*it to be. We can help you in ways you*

*never thought of. From accounting*

*services to lines of credit to corporate*

*cards, American Express is here for you.*

**do more**

AMERICAN  
EXPRESS

**Small Business  
Services**

Call 1-800-SUCCESS or visit [www.americanexpress.com](http://www.americanexpress.com)

American Express employs licensed CPAs. American Express Company is a publicly owned company and is not a licensed CPA firm.



## INTERNET

## US West Delivers ADSL to 5.5 Million

**T**O JEFF MINOR, 56Kbps is a lumbering dinosaur. Ever since the telecommuting president of Phoenix-based ISP El Dorado signed up for US West's new ADSL (Asymmetric Digital Subscriber Line) service at his home office last December, access to the Web has been nimble and quick.

"I've got a lot of jealous people around me," says Minor, who now monitors his office-based networks and accesses records from home at almost 192Kbps.

US West plans to offer ADSL in 40 U.S. cities by June, opening the West to fast and cheap Internet bandwidth. Soon more than 5.5 million customer lines in 14 states will have access to this sort of connection. Working with Austin-based modem provider NetSpeed Inc., US West's ADSL service offers

speeds up to 250 times faster than analog modems, even outpacing ISDN's 128Kbps connect speeds.

Prices for the five packages range from \$40 for the 256Kbps MegaHome product to \$80 a month for the 768Kbps MegaBusiness service. It is intended for heavier-use business customers and serious surfers needing more bandwidth and video capability. Because the ADSL service runs over existing copper telephone wires, required hardware includes an internal Ethernet card and a plug-and-play external modem, as well as the software to run both. Start-up cost: A one-time equipment fee of \$199.95.

US West has an agreement with computer networking firm MicroAge to handle at-home installation and basic training. Mini-

mum system requirements include a 486 processor running at 33MHz, 16MB of RAM, and 20MB of hard-disk space.

Unfortunately, start-up kinks are still troubling US West. Software limitations required early adopters like Minor to be within 12,000 feet of the RBOC's central offices. US West hopes to fix that by rollout, Rouleau says. Also, customers still need to pay for an ISP and at press time, big-name providers America Online, CompuServe, and Netcom had not signed on to supply service. US West hopes to solve that problem by offering US West.net, a \$19.95-per-month ISP.

US West is not alone in offering ADSL, says Charles Carr, an industry analyst with Dataquest. Ameritech, BellSouth, and

Covad Communications in San Francisco are all testing the service. This technology could increase the already-thriving work-at-home movement.

"I really got spoiled at the office with a 100MB connection," says Minor, whose 56Kbps modem rarely achieved more than laborious 33Kbps downloads. "This brings me back to where I'm comfortable working at home."

Over the summer, US West plans to expand its ADSL and US West.net Internet access to 25 million customers throughout the West and Midwest. The 14 states on tap include Arizona, Colorado, Idaho, Iowa, Minnesota, Montana, Nebraska, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. To find out if your area code and exchange will be served, log on to [www.megaspeed.com](http://www.megaspeed.com).

—JEFFERY D. ZBAR

## BUSINESS TRAVEL

## Videoconferencing Faces Off With Airlines

The next time you need to dazzle a client who is a plane ride away, will you contact your travel agent or your Internet service provider? Many of the 1,800 corporate travel planners of the National Business Travel Association, reeling at the high cost of business travel, are calling their ISPs.

According to the NBTA, last year's business travel tab was a whopping \$156 billion and it's expected to increase another 8 to 10 percent in 1998. Airfares alone have risen 34 percent in the past two years. To combat these costs, nearly half of NBTA members were using videoconferencing as an offsetting action by the end of 1997.

Yes, videoconferencing looks like a growing trend, but will it replace travel or force the airlines to lower rates?

"No, to both questions," laughs Philip Wolf, business travel analyst and consultant to the online travel industry. According to Wolf, the real growth is in the small office/home office sector, where face-to-face meetings are still crucial to make the deal. And with the airlines in the 70 percent occupancy range, Wolf says there is no incentive for them to come down on rates.

Talking to the airlines confirms this assessment. "Much of our clientele are small businesses," says Linda Rutherford of

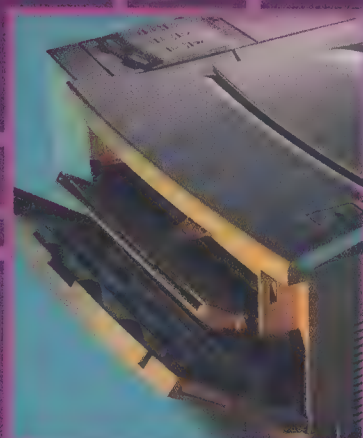
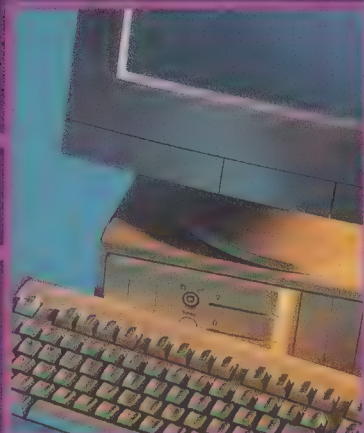
Southwest Airlines, "and they tell us they must do their business face-to-face. We think videoconferencing is great, but it's not going to impact our bottom line."

If and when the economy slows down, then and only then will the airlines respond and lower rates, according to John Williams, CEO of Biztravel.com ([www.biztravel.com](http://www.biztravel.com)). In 5 to 10 years, Williams thinks the bandwidth will finally be there to make videoconferencing ubiquitous, "but it won't replace human connections. We will always need that to cement business relationships."

—VICTORIA HALL SMITH



8:02 a.m. Installed network.  
8:59 a.m. Connected with staff.  
*(In more ways than one.)*



### Introducing Intel InBusiness™ networking products for small business.

The hardest thing about setting up a small business network is getting over the idea that it's hard to do. Intel InBusiness™ products feature stackable hubs and switches specifically designed for your small business. With just four simple installation steps, anyone can set up a network quickly and easily.\* So your team can share Internet access, e-mail, files, printers or deep thoughts.

For more information, call 1-800-538-3373, extension 672, or visit us at our Web site. So you can get in touch with your employees. Not to mention their PCs. [www.intel.com/network/hoc.htm](http://www.intel.com/network/hoc.htm)

**intel**®



## WATCHDOG

## An Uphill Climb to E-mail

**H**OW DOES CAPITOL HILL handle e-mail? According to a recent *CyberTimes* study about how congressional offices handle e-mail, 70 percent of the offices surveyed did not respond



specifically to an e-mail inquiry. The most obvious implication: Here's an institution that is helping to determine how the Internet evolves and will be policed, yet they don't even bother to respond to simple e-mail. Or worse, they don't know how to respond.

Home-based workers

rely on connectivity, but our elected policymakers seem to be light-years behind the times. Is there ■ problem here?

Yes, but it's not the one you might expect. Most congresspeople are Internet proficient. They just don't have the time or resources to answer all your questions directly.

According to Hill staffers, congressional offices are swamped with e-mail, sometimes getting hundreds a day. U.S. Rep. Rick Boucher, D-Va., one of the most technologically proficient members of Congress and a cofounder of the Congressional Internet Caucus ([www.netcaucus.org](http://www.netcaucus.org)), says, "Some people think that every thought in their head needs to be shared. Nobody has the time to go through all of that."

Since the Internet Caucus was started two years ago to bring Congress up to speed on what the Internet is, both computer and Net literacy have accelerated rapidly, members say. A recent survey of 270 congressional offices by American University found that nearly 58 percent reported that their Congress member personally used the Internet. The vast majority of offices have a home page on the Web—only four senators don't—although some are woefully out of date.

Despite the progress, congressional responses to e-mail (those that get answered) are still out of the stamp-and-envelope era. Most offices report that they answer e-mail with snail mail. Why? It's habit, say staffers. "The conventional wisdom," says one aide, "is that everybody likes to get that signed piece of paper with the congressional letterhead."

—CLAUDIA MACLACHLAN



## ASK THE EXPERT

Psychologist **Larry Rosen** coauthored *TechnoStress: Coping With Technology @ Home, @ Work, @ Play*

(Wiley), offering tips on how to keep technology from taking over our lives.

**Q. How can home-based workers battle techno-isolation?**

**A.** Telecommuters should get back to the office at least once a week. That's critical. Use e-mail to keep up on office or industry gossip. You miss the watercooler talk, so you have to create a virtual watercooler through electronic mail in order to stay in touch with other people.

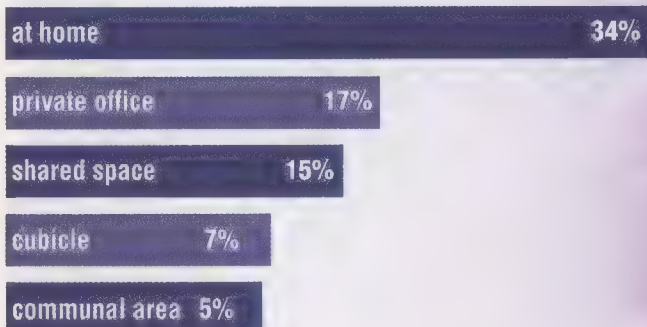
**Q. How can we control technology so that it doesn't control us?**

**A.** There is more technology out there than you can ever use. Choose what works for you and ignore the rest until you need it. We've all been told technology is supposed to be easy and self-evident, but often it's not. Technology has bugs; you can make it crash, or you may not use it properly because the instructions are unclear. Seek support and demand answers you can understand. Most people are intimidated when they call a support line and they take whatever answer they get at face value, even if they don't understand it.

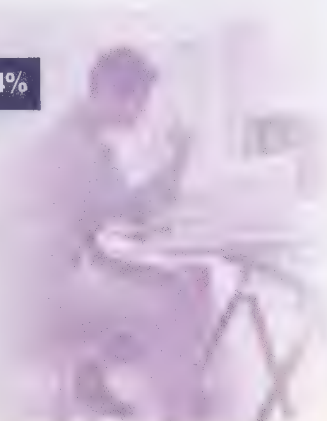
— ALISON ASHTON

## Don't Box Me In

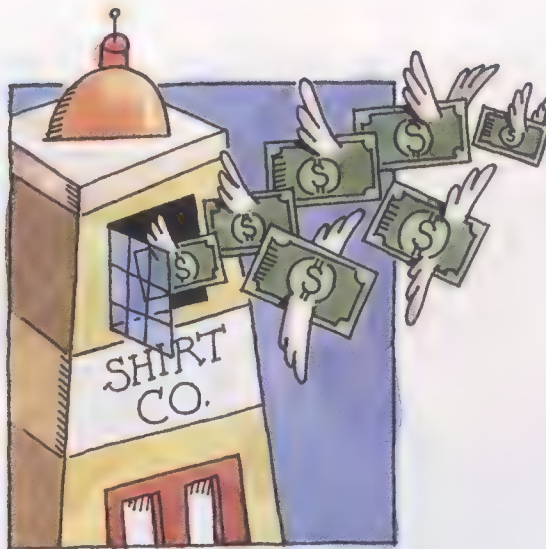
Forget about that corner office—most folks say they'd rather work at home. According to a recent survey, office workers crave more storage, better tech support, and more privacy, but most of all, they'd just like to get the heck out of the office. Here's where respondents said they'd most like to work:



Source: Steelcase Workplace Index







*They wanted to send packages out the door-  
but money flew out the window.*



UP TO  
**\$11**



UP TO  
**\$11**



**\$3\***

**What's Your Priority?™ <-**

FE89

Be smarter about your business. "Switch to Priority Mail". The more packages you send, the more money you save.

1-800-THE-USPS 8411 2003



We deliver.

[www.usps.com](http://www.usps.com)

\*Priority Mail average delivery of 2-3 days. Prices are subject to change. Priority Mail up to 70 lbs. is \$11.00. Priority Mail Express up to 15 lbs. is \$25.00. Prices are subject to change. © 2003 U.S. Postal Service.





\*Connect-time charges may apply.

©1998 Microsoft Corporation. All rights reserved. Microsoft, Outlook, Expedia and Where do you want to go today? are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.





# Chances are you didn't go into business to fulfill a lifelong of busywork.

-----  
From: Microsoft Office 97 Small Business Edition  
Sent: Monday, 9:00 a.m.  
To: Everyone who has to do everything  
Subject: How to do it.  
-----

Microsoft Office 97 Small Business Edition helps you save time on the work that needs to get done, so you can spend more time on the work you actually like to do. So, pound away on letters and documents knowing Office 97 Small Business Edition is following along, correcting your spelling, watching your grammar, and generally helping out when you need it. Pull up your budget and accounting numbers and analyze them in ways that make it easier for you to make informed decisions. Use the Microsoft Outlook™ integrated e-mail program to keep in touch with customers and vendors and stay on top of your schedule. And because Office Small Business Edition includes Microsoft Publisher 98, you can create your own professional-looking newsletters, brochures, business cards—even Web sites. In other words, Office 97 Small Business Edition is a suite of smart, easy productivity tools, linked together to help you do your best work and circumvent the busywork. To learn more about it, and to find out about the free\* product enhancements and assistance you can get through Microsoft Office Update, visit [www.microsoft.com/office/sbe/now/](http://www.microsoft.com/office/sbe/now/).

**Microsoft®**

Where do you want to go today? [www.microsoft.com/office/sbe/now/](http://www.microsoft.com/office/sbe/now/)





**DP-560 Laser Printer**

*The trustworthy sibling.*

True 600 DPI begets professional quality text. 6 PPM, Windows compatible.



**DP-570 Laser Printer**

*The nurturing, dependable spouse.*

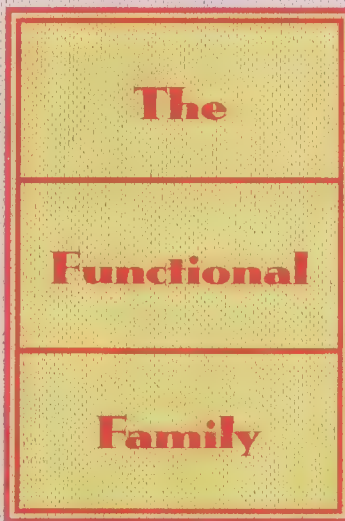
Prints complex charts, graphs and halftones expeditiously. True 600 DPI, PCL6 printing. 6 PPM, Windows-DOS compatible.



**DP-580 Laser Printer**

*The gifted yet magnanimous sibling.*

Very presentable, high-end resolution—1200 DPI class.



**MIP-650**

*The multi-faceted matriarch.*

Fax/copy/print/scan in one. True 600 DPI, GDI laser printing. 6 PPM, Windows compatible.



**MIP-670**

*The sage and benevolent grand patriarch.*

Fax/copy/print/scan and more. True 600 DPI, PCL6 laser printing. 6 PPM, Windows-DOS compatible.



©1997 Mita Copystar America, Inc. As an ENERGY STAR® Partner, Mita Copystar America, Inc. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.



# sneak peeks

OUR EDITORS' UP-TO-THE-MINUTE REPORT ON NEW **HARDWARE AND SOFTWARE**

BY DARREN GLADSTONE

## Whole World in Your Hands

We've seen the future of the PalmPilot—and it's small!

3Com's next-generation personal digital assistant (PDA), the **Palm III**, packs even more power into a smaller package than its predecessor. New to this model are infrared support, 2MB of memory, a flip-down case, and a slimmer design that allows it to slip easily into your pocket. A piece of good news for those who haven't bought a PDA yet: Last year's Personal and Professional PalmPilot models have dropped in price to \$199 and \$299, respectively. 3Com Palm Computing, 800-881-7256, [www.palm.com](http://www.palm.com); \$399

READER SERVICE 101



**Moving Pictures** Putting together a promotional video for your business has never been more doable than with **Pinnacle Systems Studio 400**. We were wowed by a demo in which we saw how this hardware/software combo takes video from a VCR or camcorder, lets you edit on the fly with ease, and save it back to tape or on your PC. Although this will hog up both your serial and parallel ports, the results are well worth it. 650-526-1600, 888-484-3366, [www.pinnaclesys.com](http://www.pinnaclesys.com); \$199 READER SERVICE 102

**See Me, Feel Me** Software makers always talk about the "look and feel" of their programs, but how many of us ever reached out and touched our screens? Now, with **Immersion's FEELit Mouse**, you can actually feel the differences in textures on your computer desktop. The FEELit does an amazing job of detecting onscreen images and assigning weight values to them, giving you a better sense of their depth and smoothness. If you do a lot of work in graphic-intensive applications, you'll want to get your hands on this mouse. *Immersion*, 408-467-1900, [www.force-feedback.com](http://www.force-feedback.com); \$139

READER SERVICE 103

**Phone Home** Is it a modem? Is it a cellular phone? If you're talking about the **Complete PC card**, you're right on both counts. It's a cellular phone and modem in one. This Type III PC card uses your notebook's speakers and microphone (or you can use the included EarSet for a little more privacy) to allow for voice calls. Although the current unit's 14.4Kbps modem will get you by, the new model due out in July is a better bet at 33.6Kbps. And if you're near a landline, an adapter lets you plug directly into an outlet. *GlobeWave*, 201-843-7202, [www.globewave.com](http://www.globewave.com); \$499 READER SERVICE 104

**Picture This** If you're looking for a good, affordable scanner that can get the job done, you may want to take a look into **Spot Innoscan's DynoTak-6P**. Although it may be a 300 by 600 dpi unit, it does a decent job with color representation. When we saw this product first hand, we noticed that there are two preset buttons on it that can be customized for your scan settings. All in all, not a bad deal for the money. *Spot Innoscan*, 714-434-6743, 800-611-SPOT, [www.spotinc.com](http://www.spotinc.com); \$149 READER SERVICE 105

## UPDATES

Video editors unite! **Ulead MediaStudio Pro 5.0** now has expanded compatibility, thanks to a recently released patch that will accept MPEG file formats for editing. Registered users can easily download the patch by pointing their browsers to [www.ulead.com](http://www.ulead.com).

READER SERVICE 106

Web designer wannabes will be stirred into action by **Liquid Motion**, a new tool for Front Page (or any other drag-and-drop Web design programs, for that matter). This innovative \$150 package allows you to effortlessly create animations to liven up your Web site by pointing and clicking. For more information, check out [www.microsoft.com/liquidmotion](http://www.microsoft.com/liquidmotion).

READER SERVICE 107

To add a creative artist's touch to your reports, memos, business cards, and brochures, go to [www.viewpoint.com](http://www.viewpoint.com) and download a free limited version of **LiveArt98**. This Word plug-in comes with an impressive collection of fully rotatable three-dimensional images that you can customize to your business needs.

READER SERVICE 108

If you recently purchased a **Hansol Multitech** monitor, you've got some more time on your hands—for your warranty, that is. Hansol announced that any monitors purchased after March 1, 1998, will automatically have their warranties extended to five years. If you want to learn more about what it covers, including parts and labor costs, don't hesitate to head over to [www.hansol-us.com](http://www.hansol-us.com).

READER SERVICE 109







# new noteworthy

## A Fistful of Colors

**HP 620LX Color Palmtop PC** ★★ ★ 1/2

PDA

**Requirements**

(For desktop connectivity) **WIN 95** 8MB of RAM, 10MB of hard-disk space, CD-ROM drive, 9- or 25-pin serial port

**Price**

\$899; \$199 for optional SVGA PC card adapter

**Manufacturer**

Hewlett-Packard, 800-443-1254, [www.hp.com](http://www.hp.com)



**S**MALLER MAY NOT BE better, but it's fast approaching "just as good." Hewlett-Packard has finally come up with a handheld personal digital assistant (PDA) that could take the place of a full-size notebook. In conjunction with the substantially improved version 2.0 of the Windows CE operating system, the HP 620LX can adequately cover the basic computing needs of many mobile home office professionals.

By far, the tiny powerhouse's most attention-getting feature is its bright, sharp color display. Yes, color—so say goodbye to those dingy gray displays of other PDAs. The 256-color icons and images look remarkably good on the 620 LX's 640 by 200 pixel screen, and color adds a new dimension to handheld Web browsing and word processing.

An optional PC Card adapter displays on external monitors at up to 800 by 600 pixels and 256 colors. That's made to order for the Pocket PowerPoint application, one of Win-

dows CE's new offerings. PowerPoint's functionality is pretty limited: You can't edit presentations on the handheld version, and you can display only thumbnails on the palmtop screen. But if you have access to an external monitor, the 620LX is a viable choice for mobile presentations.

With 16MB of built-in RAM and a 75MHz, 32-bit RISC processor, the 620 LX packs plenty of raw computing oomph for your business chores. All of the loaded applications—Word, Excel, and PowerPoint—run crisply (but bear in mind that these are stripped-down versions). And all that RAM allows you to record up to 60 minutes of dictation per megabyte of storage, courtesy of a sensitive, built-in microphone. The above-average audio speaker also does a surprisingly good job of playing back audio files that you download from your desktop or the Web.

Now for the bad news. To begin with, the power-hungry display rules out

**PROS** Near-notebook power in a tiny package, great for the road, neat voice-recording feature  
**CONS** Short battery life, larger than most other palmtops

the AA batteries that drove earlier palmtops. HP estimates you'll get up to six hours out of the included lithium ion rechargeable, which resembles a shrunk laptop battery. An optional, higher-capacity battery is also available for an extra \$119. In either case, plan on recharging at the end of each workday. And at 7.8 by 4.1 by 1.4 inches, the 620 LX is too big for your shirt or pants pocket. On the other hand, it virtually disappears in even the most cramped briefcase.

Palmtop PCs are still a curiosity to most Windows users, but the tide is turning, if slowly. The impressive 620LX could win many new converts with its excellent combination of notebook-like features and ultraportability.

—JONATHAN KARL MATZKIN

### THIS MONTH:

HP 620LX Color Palmtop PC  
READER SERVICE 110

Act! 4.0  
READER SERVICE 111

Imation SuperDisk LS-120  
External Drive  
READER SERVICE 112

IBM Aptiva E76  
READER SERVICE 113

DropChute+  
READER SERVICE 114

Microsoft Office 98  
Macintosh Edition  
READER SERVICE 115

Carbon Copy 5.0  
READER SERVICE 116

PageMill 3.0  
READER SERVICE 117

Panasonic PanaSync SL70  
READER SERVICE 118

Acrobat 3.0.1  
READER SERVICE 119

Gateway Solo 5100  
READER SERVICE 120

### RATINGS

Our one-to-four-star ratings  
are based on performance,  
features, setup, ease of  
learning and use, availability,  
warranty, support,  
documentation, and price.

Rating	Excellent	Good	Fair	Poor
Performance	★★★★	★★★★	★★★★	★★★★
Features	★★★★	★★★★	★★★★	★★★★
Setup	★★★★	★★★★	★★★★	★★★★
Ease of learning and use	★★★★	★★★★	★★★★	★★★★
Availability	★★★★	★★★★	★★★★	★★★★
Warranty	★★★★	★★★★	★★★★	★★★★
Support	★★★★	★★★★	★★★★	★★★★
Documentation	★★★★	★★★★	★★★★	★★★★
Price	★★★★	★★★★	★★★★	★★★★



CONTACT  
MANAGER

## Symantec Delivers a Classier Act

Act! 4.0 ★★½

## Requirements

WIN 95 16MB of RAM, 30MB of hard-disk space

## List Price

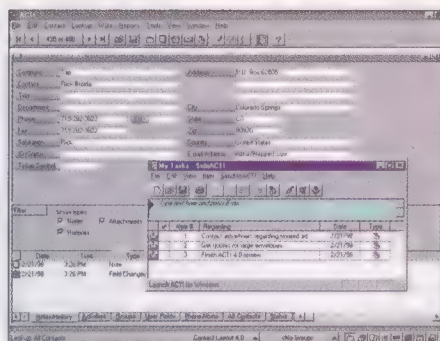
\$199.95; \$89.95 (upgrade)

## Publisher

Symantec, 541-334-6054, 800-441-7234, www.symantec.com

**P**LANNING TO UPGRADE from your Personal Information Manager to a full-blown contact manager? GoldMine 4.0 offers unbeatable tools for sales teams, but it's a complicated piece of software. And Microsoft Outlook 97 works magic with e-mail, yet skimps on scheduling and contact features. Fortunately, there's Act!, perhaps the most well-rounded, versatile, and easy-to-use contact manager around.

With version 4.0, Symantec has incorporated numerous user-requested features and enhancements. Foremost among them: stronger e-mail capabilities.



Act! now supports multiple Internet e-mail accounts and integrates directly with Eudora Pro. Furthermore, you can use incoming mail messages to create new contacts or attach them to existing ones. These are welcome features, but the e-mail module feels incomplete and tacked on.

**PROS** Does everything and does it well, with the exception of...  
**CONS** e-mail, which needs more features and better integration

The program does, however, perform some valuable online tricks. Act's handy Internet Links tap the Web to find all sorts of useful information, from street maps to e-mail addresses to stock quotes (which you can link to contact records). And the Live-Update feature links to Symantec's servers to find, download, and install any

available patches. When we tried it, we obtained a handy conduit for synchronizing data with our PalmPilot.

Act's other refinements include an integrated backup utility; built-in multimedia training modules; a mail-merge wizard that includes support for WinFax Pro; and SideAct, an external applet that lets you record to-do items without launching Act! Though Act! still divides the main screen into two dull gray halves, it's starting to show a sense of style: A pop-up menu supplies a variety of layout views, including an attractive, modern one pictured here.

Act! 4.0 ranks as a top choice to organize your contacts, manage your time, and increase your bottom line.

-RICK BROIDA

EXTERNAL  
STORAGE

## Stores More Than a Zip

SuperDisk LS-120 External Drive ★★★

## Requirements

WIN 95, WIN 16MB of RAM, 5MB of hard-disk space, parallel port

## Price

\$150 (\$50 mail-in rebate good through September 1998)

## Manufacturer

Imation, 612-704-4000, 888-466-3456, www.imation.com

**N**OTHING BRINGS A SMILE to a computer know-it-all's face quite like an Iomega Zip drive. But there's a smarter backup solution that holds 20 percent more data, is the same size as a standard 3.5-inch floppy, and reads regular floppies as well its own special disks. It's the LS-120, a backward-compatible disk replacement for the floppy disk. Although the relatively bulky Zip drive holds 100 megabytes of data, the LS-120 holds 120MB.

We tested Imation's external SuperDisk LS-120

drive on our Acer Extensa 616 notebook and Techmedia MediaPro II Plus 266 desktop. In both cases, installation was a snap. The SuperDisk connects to a standard parallel port and has a pass-through connector so you can plug in your printer as well.

Once we installed the drivers, we ran Imation's disk accelerator utility from the bundled LS-120 disk, rebooted, and were ready to go. Windows 95 instantly recognized the SuperDisk drive as a removable storage

device and assigned it the appropriate drive letter.

One of the trade-offs for any storage device that connects through a parallel port is the fact that data can't travel back and forth as fast as it would through an IDE controller. Imation cleverly accelerates the speed by creating a temporary cache file on the PC's hard disk. For our tests, we copied a 40MB directory from our desktop onto an LS-120 disk, then

**PROS** 20 percent more storage than a Zip drive, reads and writes to standard floppy disks  
**CONS** Slow if used as a hard drive



copied selected files from that disk onto the notebook. Thanks to the accelerator, the task was finished in a little more than a minute.

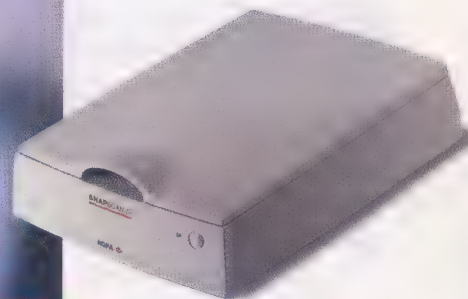
If you need to store more than a Zip's 100MB of data and you still need to use your older 3.5-inch floppies, the SuperDisk LS-120 External Drive is a super solution.

-GORDON MEYER



*First we made it easy to use.  
Then we made it easy to justify.*

WITH A  
**\$30 REBATE**  
ON THE AGFA SNAPSCAN EZ



## **SNAPSCAN EZ**

A scanner for your family's PC can make schoolwork or your work a lot more productive. Provided, of course, everyone can figure out how to use it. So we made the SnapScan EZ scanner easy to install by simply plugging it into your printer port. We also equipped it with home and office software that lets you easily manipulate your scanned images. And now, for a limited time, we've even made it easier to get your hands on one with a \$30 rebate.

Go to [www.agfahome.com](http://www.agfahome.com) or call 1-888-281-2302 ext. 6780 to find the Agfa retailer nearest you. How easy is that?

**AGFA**   
The complete picture.



CIRCLE READER SERVICE 67



## Full Speed Ahead

DESKTOP PC

**IBM Aptiva E76 ★★★**

**Configuration**

300MHz Pentium II, 64MB of SDRAM, 4MB video RAM, 8GB hard disk, 24x CD-ROM drive, ATI Rage Pro 3D card, 56Kflex modem, 2 USB ports

**List Price**

\$1,799; \$2,098 with 15-inch monitor

**Manufacturer**

IBM, 800-426-7235, [www.pc.ibm.com/us/athome/](http://www.pc.ibm.com/us/athome/)

**T**ECHNOLOGY PRESSES onward, prices drop, and our heads spin. For the money you spent on a Pentium 166 machine a year ago, today you can buy a PC with at least twice the power and fancy features. Now IBM has entered the price war with the impressive Aptiva E76.

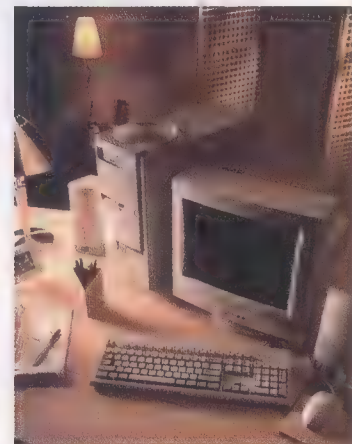
Our OOBE (out-of-box-experience) was quick and painless. With our stopwatch running, we set up the entire computer in only five minutes, thanks to IBM's easy instructions. Big Blue did a good job of packing

plenty of value into this PC. The 300MHz Pentium II Goliath comes standard with 64MB of SDRAM, 4MB of video RAM, a 24x CD-ROM, an ATI Rage Pro 3D graphics card (home office workers who live with young gamers, beware), a 56Kflex modem, and a spacious 8GB hard disk. Thankfully, there's also a lot of room for upgrades, with two USB ports, two open bays, and four PCI card slots.

For our testing, we installed Microsoft Office 97 Small Business Edition and, try as we might, we couldn't

stop this machine. We launched every application in both Office 97 and the bundled Lotus Smart Suites and the Aptiva hummed along without a hitch.

The Aptiva E76 would've been a perfect system were it not for the underwhelming 15-inch monitor. Although it displays a crisp image, a 17-inch monitor is still preferable. And, although the bundled mouse was serviceable, we prefer the Microsoft Intellipoint mouse, which lets you scroll through long documents, spreadsheets, and Web pages.



**PROS** Two words: rock solid  
**CONS** A 15-inch monitor!? Oh, our aching eyes

The final verdict: The Aptiva E76 is a rock-solid PC for the money and it'll make a strong coworker for your home office. Who could ask for more? We could—and we will. If IBM either reduced the price or upgraded the monitor, we wouldn't hesitate to invest in this system.

—DARREN GLADSTONE

## No Fear of Attachments

E-MAIL  
UTILITY

**DropChute+ ★★★<sup>1/2</sup>**

**Requirements**

WIN 95 16MB of RAM, 6MB of hard-disk space, modem

**Est. Street Price**

\$50

**Publisher**

Hilgraeve, 734-243-0576, 800-826-2760, [www.hilgraeve.com](http://www.hilgraeve.com)

**E**-MAIL ATTACHMENTS ARE the Russian roulette of electronic communications. Chances are they'll never reach their destination or they'll arrive in gibberish. DropChute+ lets you send electronic attachments without mangling the files,

regardless of size or type.

DropChute+'s secret: It eliminates attachment failures by doing away with e-mail altogether. You still send files using the Internet but without the limitations of server-based e-mail.

Instead of hopping along a string of e-mail servers and

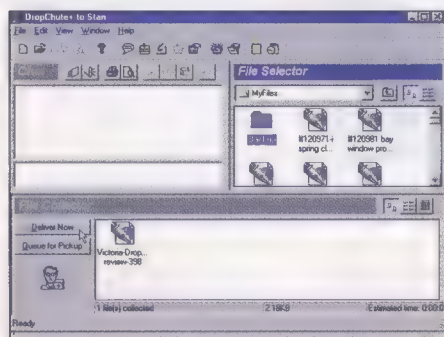
dropping attachments along the way, files are sent in real time, user to user.

We had to endure several screens of data in order to configure DropChute+ and set up sender and recipient information. Although we dreaded this high-tech interview, we were disarmed by how easy it was to supply the information to the intuitive, intelligent wizards. After making an entry and selecting an icon for each recipient, we dragged and dropped files onto the entry's icon for sending files immediately or queuing them for pickup. Whether

we dialed over the Internet or connected modem to modem, DropChute+ delivered the files immediately or sent an e-mail notifying the recipients that a file awaited them. Because security could be a problem with direct communication between computers, DropChute+ is well armed with secure password and encryption options.

The utility has some noticeable drawbacks: Both sender and receiver need the software. Also, we would've liked the ability to send e-mails to multiple recipients—currently the program works only one-on-one. All this aside, if you frequently send e-mail with large attachments, you can count on DropChute+ not to drop the ball.

—VICTORIA HALL SMITH



**PROS** Sends e-mail with file attachments that always open  
**CONS** Requires both parties to install the software, lacks a group-send capability



## AT&T WORLDNET® SERVICE

IS THE NATION'S LARGEST DIRECT

INTERNET PROVIDER BECAUSE

WE OFFER THE FAST, RELIABLE

ACCESS THAT PEOPLE WANT.

# (no net lag)

PLUS, SPECIAL RATES AS LOW AS

## 9¢ A MINUTE\*

ON AT&T LONG DISTANCE CALLS.

**CALL TODAY FOR YOUR**

(net takeaway)

## Join now.

Get one month of AT&T  
WorldNet Service free.\*

Plus rates as low as

# 9¢

a minute†  
on your

AT&T long distance.

1.800.999.1234  
#817.517

## Free\* month of AT&T WorldNet® Service

Name \_\_\_\_\_

Address \_\_\_\_\_

Apt. \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

Are you an AT&T Long Distance customer: ☐ Yes ☐ No

Do you own a: ☐ Windows® 3.1x PC ☐ Windows® 95 PC ☐ Macintosh® ☐ Power Macintosh®

Do you prefer a: ☐ CD-ROM or ☐ Floppy Disk

**Call 1 800 WORLDNET, ext. 517 or download at [www.att.net/wns/hoc](http://www.att.net/wns/hoc)**

† AT&T One Rate® Online is subject to billing availability and is not available in Alaska, Puerto Rico and the Virgin Islands. You can enroll in AT&T One Rate Online through 6/6/98. You will receive AT&T One Rate Online for one year after you enroll. Other conditions and restrictions may apply. Visit [www.att.com](http://www.att.com) for additional information about AT&T One Rate Online. If you are not an AT&T WorldNet Service member on the \$19.95/month unlimited plan (or, effective May 1, 1998, the \$19.95 Standard Plan) all your direct-dialed, state-to-state long distance calls from home will cost just 10¢, with a low \$1 monthly fee. \*Telephone access and other charges and taxes apply. Other terms and conditions apply. Offer subject to change without notice. ©1998 AT&T. All Rights Reserved.

It's all within your reach.



**WorldNet** Service



new & noteworthy

## Full Speed Ahead

DESKTOP PC

**IBM Aptiva E76 ★★★**

**Configuration**

300MHz Pentium II, 64MB of SDRAM, 4MB video RAM, 8GB hard disk, 24x CD-ROM drive, ATI Rage Pro 3D card, 56Kflex modem, 2 USB ports

**List Price**

\$1,799; \$2,098 with 15-inch monitor

**Manufacturer**

IBM, 800-426-7235, [www.pc.ibm.com/us/athome/](http://www.pc.ibm.com/us/athome/)

**T**ECHNOLOGY PRESSES onward, prices drop, and our heads spin. For the money you spent on a Pentium 166 machine a year ago, today you can buy a PC with at least twice the power and fancy features. Now IBM has entered the price war with the impressive Aptiva E76.

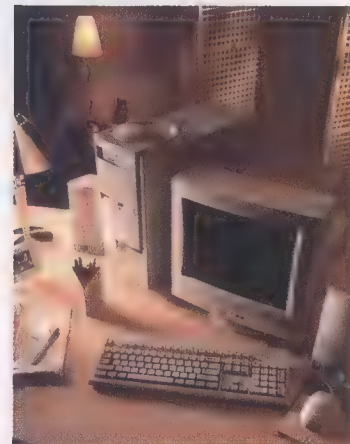
Our OOBE (out-of-box-experience) was quick and painless. With our stopwatch running, we set up the entire computer in only five minutes, thanks to IBM's easy instructions. Big Blue did a good job of packing

plenty of value into this PC. The 300MHz Pentium II Goliath comes standard with 64MB of SDRAM, 4MB of video RAM, a 24x CD-ROM, an ATI Rage Pro 3D graphics card (home office workers who live with young gamers, beware), a 56Kflex modem, and a spacious 8GB hard disk. Thankfully, there's also a lot of room for upgrades, with two USB ports, two open bays, and four PCI card slots.

For our testing, we installed Microsoft Office 97 Small Business Edition and, try as we might, we couldn't

stop this machine. We launched every application in both Office 97 and the bundled Lotus Smart Suites and the Aptiva hummed along without a hitch.

The Aptiva E76 would've been a perfect system were it not for the underwhelming 15-inch monitor. Although it displays a crisp image, a 17-inch monitor is still preferable. And, although the bundled mouse was serviceable, we prefer the Microsoft Intellipoint mouse, which lets you scroll through long documents, spreadsheets, and Web pages.



**PROS** Two words: rock solid  
**CONS** A 15-inch monitor!? Oh, our aching eyes

The final verdict: The Aptiva E76 is a rock-solid PC for the money and it'll make a strong coworker for your home office. Who could ask for more? We could—and we will. If IBM either reduced the price or upgraded the monitor, we wouldn't hesitate to invest in this system.

—DARREN GLADSTONE

## No Fear of Attachments

E-MAIL  
UTILITY

**DropChute+ ★★★<sup>1/2</sup>**

**Requirements**

WIN 95 16MB of RAM, 6MB of hard-disk space, modem

**Est. Street Price**

\$50

**Publisher**

Hilgraeve, 734-243-0576, 800-826-2760, [www.hilgraeve.com](http://www.hilgraeve.com)

we dialed over the Internet or connected modem to modem, DropChute+ delivered the files immediately or sent an e-mail notifying the recipients that a file awaited



**WorldNet** Service



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 1221 SANDY, UT

POSTAGE WILL BE PAID BY ADDRESSEE:

AT&T WorldNet® Service  
PO Box 1519  
Sandy UT 84091-9882

To run AT&T WorldNet Service on your IBM-compatible PC, you will need:

- 1) A 486SX processor or faster.
- 2) Windows®95, Microsoft Windows® 3.1x, or Windows® for Workgroups 3.11.
- 3) 8-16MB RAM and 15-66MB of available hard-disk space, depending on platform (some additional temporary space may be required during installation).
- 4) A modem connected to a phone line running at 14.4 kilobits per second or faster, but not to a Local Area Network (LAN) or ISDN line.

To run AT&T WorldNet Service on your Macintosh® you will need:

- 1) Macintosh® running System 7.1 or higher or Power Macintosh® running System 7.5.3 Rev 2 or higher.
- 2) Apple Open Transport 1.1+ (if using Open Transport).
- 3) 8MB RAM (or more for better performance) with Virtual Memory turned on, 13-20MB of available hard-disk space, depending on platform.
- 4) A modem connected to a phone line running at 14.4 kilobits per second or faster, but not to a Local Area Network (LAN) or ISDN line.

1 800 WORLDNET, ext. 517  
[www.att.net/wns/hoc](http://www.att.net/wns/hoc)





## AT&T WORLDNET® SERVICE

IS THE NATION'S LARGEST DIRECT

INTERNET PROVIDER BECAUSE

WE OFFER THE FAST, RELIABLE

ACCESS THAT PEOPLE WANT.

# (no net lag)

PLUS, SPECIAL RATES AS LOW AS

**9¢ A MINUTE\***

ON AT&T LONG DISTANCE CALLS.

**CALL TODAY FOR YOUR**



**FREE MONTH\*\*** ON THE INTERNET:

**1 800 WORLDNET, EXT. 517.**

OR YOU CAN DOWNLOAD AT:

[www.att.net/wns/hoc](http://www.att.net/wns/hoc)

It's all within your reach.



**WorldNet®** Service

\*If you are not an AT&T WorldNet Service member on the \$19.95/month unlimited plan (or, effective May 1, 1998, the \$19.95 Standard Plan) all your direct-dialed, state-to-state long distance calls from home will cost just 10¢, with a low \$1 monthly fee.  
AT&T One Rate® Online is subject to billing availability and is not available in Alaska, Puerto Rico and the Virgin Islands. You can enroll in AT&T One Rate Online through 6/6/98. You will receive AT&T One Rate Online for one year after you enroll. Other conditions and restrictions may apply. Visit [www.att.com](http://www.att.com) for additional information about AT&T One Rate Online. \*\*Telephone access and other charges and taxes apply. Other terms and conditions apply. Offer subject to change without notice. © 1998 AT&T. All Rights Reserved.



## Suite Deal for the Mac

OFFICE SUITE

## Microsoft Office 98 Macintosh Edition ★★★★★<sup>1/2</sup>

## Requirements

Apple System 7.5 or higher, 32MB of RAM, Macintosh Power PC with 120MHz clock speed recommended, 90MB of hard-disk space, CD-ROM drive, modem and Internet access for Internet Explorer and Microsoft Outlook

**Est. Street Price**

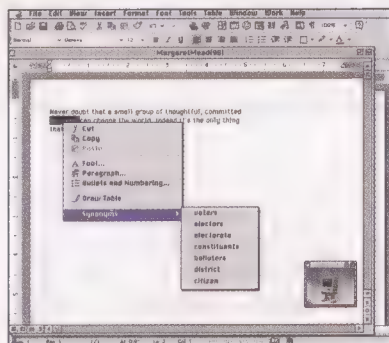
**\$499; \$299 upgrade**

**Publisher**

Microsoft, 425-882-8080, 800-426-9400, [www.microsoft.com/macoffice](http://www.microsoft.com/macoffice)

**F**OR YEARS, WINDOWS users have been playing catch-up to their Mac colleagues. But now that Windows 95 is practically a Mac clone with slight differences, it is the faithful Mac users who want the power and features that Microsoft Office 97 users have been enjoying. After a long delay, Mac users finally have a powerful office suite to call their own: Office 98 Macintosh Edition.

After Mac consumers complained about the tiny Windows-like features on



the old Mac Office, Microsoft took the hint and made the new Office 98 look and behave like a Mac program. Designed for the PowerMac, the new versions of Word, Excel, and PowerPoint load faster

**PROS** Finally, Word and Excel launch in our lifetime! Tons of bonus goodies and Internet support but...

**CONS** ... lacks a full version of Outlook

than they did in the snail-paced Office 4.2.1. Familiar toolbars, menus, and keyboard shortcuts minimize the time it'll take you to learn the options. And, with or without them or not, the animated Office Assistants are back.

We noticed several behind-the-scenes improve-

ments, such as support for Apple's Platinum Appearance specification, self-repairing applications that automatically adapt settings and replace files as the Macintosh changes, and new features, such as dictionaries, Office Assistant, OfficeArt, and hyperlink functionality. The bundled Value Pack includes clip art, fonts, business tools, and more. In addition, Office 98 comes with the Microsoft Internet Explorer Web browser and Microsoft Outlook Express, an e-mail package. We especially liked the Remove Old Office Versions utility, which searched for and removed a previous version of Office from our hard disk.

For Mac enthusiasts looking for a great collection of productivity tools, Office 98 is a keeper.

-CAROL S. HOLZBERG

## A Failure to Connect

## Carbon Copy 5.0 ★1½

## REMOTE ACCESS

### Requirements

WIN 95. WIN. WIN CE 8MB of RAM, 5MB of hard-disk space

## List Price

\$149.95

## Publisher

Compaq Computer. 781-551-1000. 800-822-8224. [www.microcom.com](http://www.microcom.com)

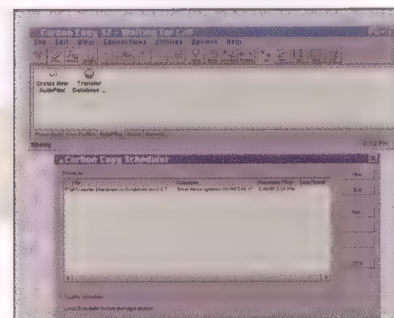
**F**ORGET THAT REPORT back at the office? When you need to dial in to your office PC—whether you're on the road or working from home—remote-access software is the answer. It lets you view your files, transfer data, and use software on your office PC that isn't installed on your notebook. Carbon Copy 5.0, now published by PC maker Compaq Computer, is designed to perform these features. But our tests proved it wasn't up to the task.

We tried using Carbon Copy's remote-control

capabilities both locally on a TCP/IP peer-to-peer network and through a dial-up connection between two PCs. Although Carbon Copy is well conceived, it's not well executed. During installation, for example, the program created several new "virtual" modems and COM ports in the Device Manager, which created conflicts between the Direct Memory Access Controller and the System Timer. We found transferring files from one PC to another to be excruciatingly slow, taking up to five times longer

than both Windows Explorer and pcAnywhere 32, the remote-access program from Symantec. Screen refreshes were sluggish as well.

To add insult to injury, we couldn't configure the host desktop display for ■ 16-bit color scheme, which resulted in an eye-straining, full-color cacophony that was visual torture to interpret. Although most other remote-control products incorporate built-in communications software, Carbon Copy comes bundled



**PROS** Works with all versions of Windows

**CONS** Slow speed

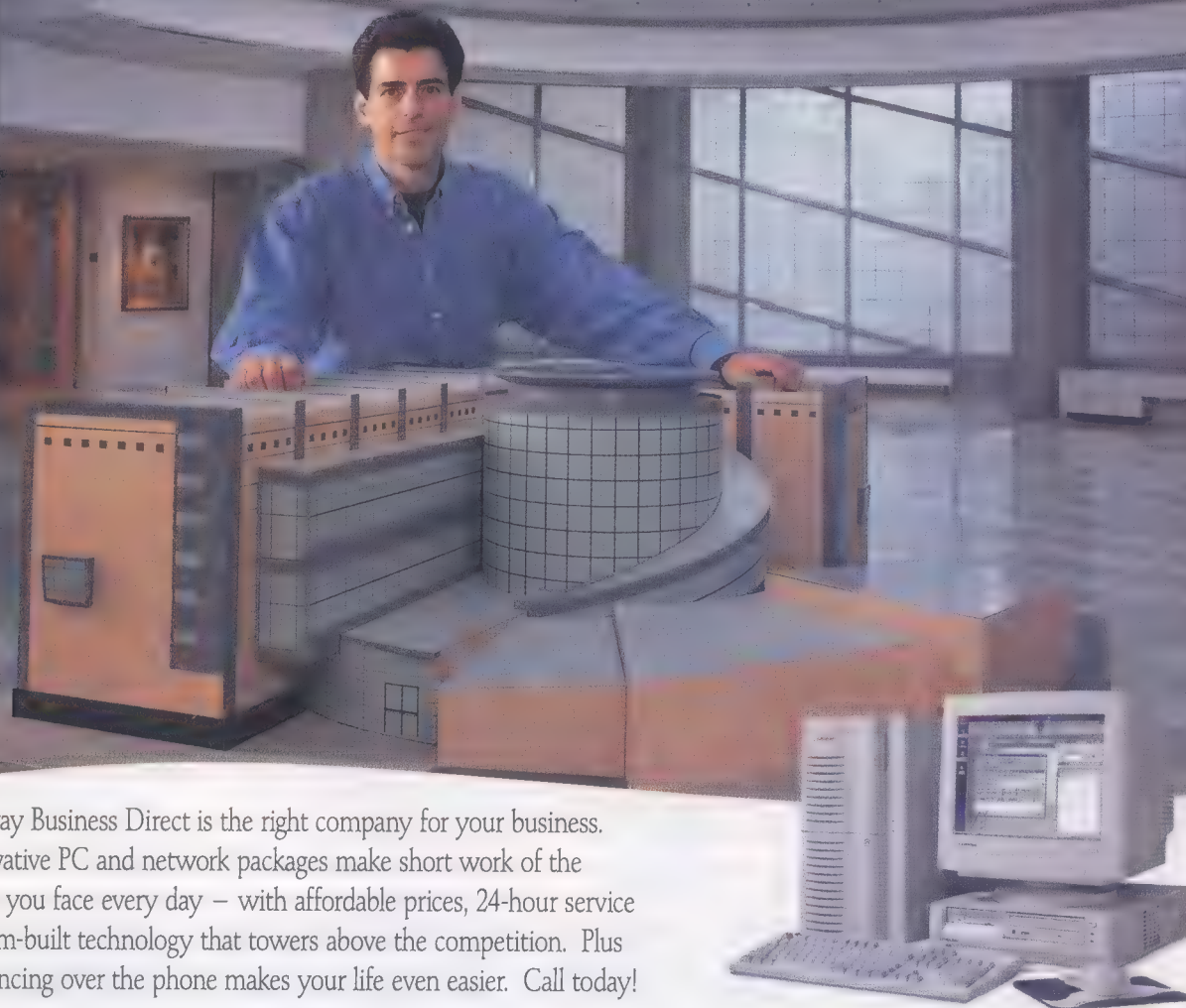
with a small, outdated application that lacks support for modems faster than 14.4Kbps.

Sure, Carbon Copy has the promise of becoming a capable remote-access solution like pcAnywhere or LapLink from Traveling Software, but it needs a major update before we can recommend it.

- GEOFFREY HOLLANDER



One great design,  
one happy client and  
**one PC company**  
to take care of it all.



Gateway Business Direct is the right company for your business. Our innovative PC and network packages make short work of the challenges you face every day – with affordable prices, 24-hour service and custom-built technology that towers above the competition. Plus quick financing over the phone makes your life even easier. Call today!

- Network-Tested GP-Series PCs from \$1299
- Solo® Portable PCs from \$1899
- NS-Series Servers from \$2299
- Peer-to-Peer Complete Networks from \$2739

*(Includes two GP-Series PCs, network cards, business software and setup manual.)*



"YOU'VE GOT A FRIEND IN THE BUSINESS"®

CALL 888-888-0538 [www.gateway.com](http://www.gateway.com)

© 1998 Gateway 2000, Inc. All rights reserved. The Intel Inside Logo, Intel and Pentium are registered trademarks and MMX is a trademark of Intel Corporation. Not all Gateway PCs contain the Pentium II processor. Many Gateway products are custom engineered to Gateway specifications, which may vary from the retail version of the software and/or hardware in functionality, performance and compatibility. All brands and product names are trademarks of their respective companies. All prices and configurations are subject to change without notice or obligation. Prices do not include shipping and handling or any applicable taxes. Call us for a free copy of our limited warranty. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State. Some States do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.



new & noteworthy

## Web Design for the Rest of Us PageMill 3.0 ★★★

WEB AUTHORING TOOL

<b>Requirements</b>	MAC/WIN 95 16MB of RAM, 20MB of hard-disk space, CD-ROM drive
<b>Est. Street Price</b>	\$100; \$49 upgrade
<b>Publisher</b>	Adobe Systems, 408-536-6000, 800-411-8657, www.adobe.com

**D**ESIGNING A WEB PAGE shouldn't require a degree in rocket science. With that in mind, Adobe has created a Web page authoring tool for the rest of us. In less than three hours, we designed an elegant home page with PageMill 3.0, despite our lack of HTML know-how.

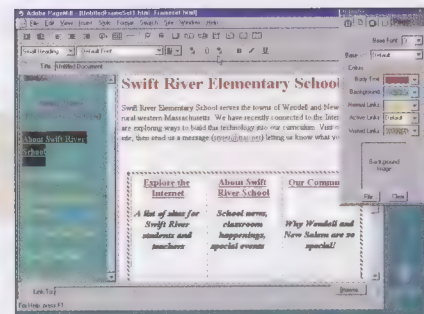
When we launched PageMill, we felt like a rich uncle died and left us a wealth of tools for creating dynamic Web pages. With our mouse, we dragged and dropped from the library of more than 10,000 Web-compatible images, audio clips, Java applets, Shockwave animations, and tem-

plates. We easily added pictures, a background image, and links to other Web pages without referring to the online guide. And thanks to Uploader, we sent our entire Web site and subsequent updates to our Internet service provider's Web server.

The new version offers plenty of improvements. For example, we can now right-click on tables, images, links, and other objects to view context-sensitive menus. A floating toolbar made it simple to outfit our page with horizontal rules, check boxes, radio buttons, pop-up fields, and more. We had

no trouble changing the color of text, creating a frame with or without a border, or adding a colorful background with the floating Inspector palette. Speaking of the palette, we loved how we could drag and drop colors to change our page's color scheme. In a small but significant improvement, the cursor remained in the same position when we toggled between the "preview" and source code views. On the downside, PageMill ships with an electronic Help Guide instead of a printed technical-support manual.

The package comes with



**PROS** No HTML programming required  
**CONS** Where's the printed copy of the 200-page User Guide?

Internet Explorer 4.0 for page preview in a true browser, tips and techniques for designing a Web page, Apple QuickTime, and a "lite" version of Adobe PhotoShop. Although hard-core Web-code warriors may prefer to fight than switch to something easy, we'll gladly leave the Web page driving to PageMill 3.0.

—CAROL S. HOLZBERG

## The Better to See Your Work With Panasonic PanaSync SL70 ★★★

17-INCH MONITOR

<b>Requirements</b>	MAC/WIN VGA Adapter
<b>Est. Street Price</b>	\$600
<b>Manufacturer</b>	Panasonic Computer Peripherals, 201-348-7000, 800-742-8086, www.panasonic.com/alive

**O**NLY A FEW YEARS AGO, 17-inch monitors demanded lots of money and lots of space. Panasonic's PanaSync SL70 proves that 17-inch moni-



tors can be small and inexpensive yet still display an excellent image.

The SL70's unique feature is that it measures only 15 inches from front to back, which is about three inches less than most other 17-inchers. Three inches may not sound like much, but it cleared up a surprising amount of space on

**PROS** Pretty picture, low cost, small footprint  
**CONS** Not fit for the most demanding applications

our jam-packed desk. And despite its diminutive size, the SL70 provides a generous 16 inches of diagonal viewing area.

The monitor produced a satisfyingly bright image with sharp focus from one edge of the screen to the other. Its colors were attractive and well saturated, and its refresh rate of 75Hz at 1024 by 768 resolution is flicker-free. This combination makes the SL70 a good choice for extended home office work, such as word

processing or number crunching.

However, the SL70 isn't as appropriate for precision-demanding applications such as graphic design or computer-aided design. That's because those applications often require a 1280 by 1024 resolution, and the SL70's flickery 60Hz refresh rate at that resolution will soon cause headaches. Also, although the SL70's colors are pretty, tests with the DisplayMate video-testing routines showed they weren't completely consistent.

Serious artists will have to spend more money for a truly top-quality monitor. But in home offices where space and money are tight, the SL70 will fit right in.

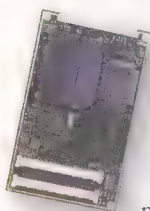
—DAVID HASKIN



# Who Knows What the Future Holds? Well, Actually, We Do.

**One thing is certain  
faster processors  
are coming.**

And the good news is — with a Vivanté SE from Transmonde you'll be ready. The Vivanté SE is one of the few notebooks that's designed to take advantage of the modular, upgradeable Intel Mobile Module. When tomorrow's faster processors are introduced, we can easily upgrade your notebook.



## Sign on the dotted line.

Transmonde notebooks use the Synaptics® TouchWriter™ pointing device, a unique, patented mini-graphics tablet that lets you use a pen or any type of stylus to place your signature on documents. It also allows you to edit documents by hand, draw sketches, make diagrams or jot notes in margins.

*With Transmonde, the future is bright indeed.*



### Vivanté SE Standard Features

- Intel Mobile Module
- Upgradeable to future Intel Processors
- 512KB Pipelined Burst Cache
- Synaptics® TouchWriter™ Pointing/Writing Device
- Modular Bay supporting Diskette Drive, LS-120, CD-ROM, Zip®, DVD-ROM
- Simultaneous use of Diskette Drive and Modular Bay
- Chips & Technologies HiQVPro™ PCI Graphics Accelerator with 2MB RAM
- Up to 256MB of SDRAM Memory¹
- 3D Audio Accelerator with 64 Voice Wavetable, integrated speakers, microphone and hardware volume control
- CardBus and Zoomed Video support
- Fast Infrared, USB, TV-out ports
- Smart 12-cell Lithium Ion battery, worldwide AC adapter
- Pre-installed Windows 95, CD & manual included
- Electronic and printed user guides
- PC '97 and AC '97 compliant
- 7 pounds, 1.8" high
- Custom configurations encouraged.

### Vivanté SE 2266

- 13.3" XGA TFT Display
- Intel 266 MHz Mobile Pentium® II Processor
- 64MB SDRAM
- Hardware MPEG-2 decoder
- Modular 3.5" Diskette Drive, 2X DVD-ROM Drive & Zip® Drive
- Removable 4.1GB Ultra DMA Hard Drive
- 56Kbps PC Card Modem²

**\$3699.00**  
Business Lease  
137/mo., 36 Mos.

### Vivanté SE 200

- 12.1" SVGA TFT Display
- Intel 200 MHz Pentium® Processor with MMX™ Technology
- 32MB SDRAM
- Modular 3.5" Diskette Drive, 24X CD-ROM® Drive & Zip® Drive
- Removable 2.1GB Ultra DMA Hard Drive
- 56Kbps PC Card Modem²

**\$2199.00**  
Business Lease  
83/mo., 36 Mos.



**TRANSMONDE**  
Technologies, Inc.

Call for custom configurations.

**(888) 988-2883**  
[www.transmonde.com](http://www.transmonde.com)

©1998 Transmonde Technologies, Inc. Vivanté are trademarks of Transmonde Technologies Inc. The Intel Inside Logo and Pentium are registered trademarks and MMX is a trademark of Intel Corporation in the United States and other countries. All other names or trademarks are the property of their respective owners. Prices and specifications subject to change without notice. ¹Memory expansion beyond 128MB dependent upon availability of third-party memory options larger than 64MB. ²Maximum data transfer rate dependent on various factors.



DOCUMENT  
READER

## Requirements

## Est. Street Price

## Publisher

## Nothing Lost in the Translation

Acrobat 3.0.1 ★★★

WIN 95, MAC 16MB of RAM, 40MB of hard-disk space, CD-ROM drive

\$190; \$79 upgrade from Acrobat 1.0, \$59 for 2.0 and 2.1, free for 3.0

Adobe Systems, 408-536-6000, 800-642-3623, www.adobe.com

THE WORLD WIDE WEB, PCs, and Macintosh computers all disagree on the best way to handle documents. If you're desperately searching for a way to distribute information to clients and coworkers—regardless of the platform—Adobe Acrobat 3.0 may be the answer. This program lets you save your document files in a universal format that preserves the document's design, layout, and formatting.

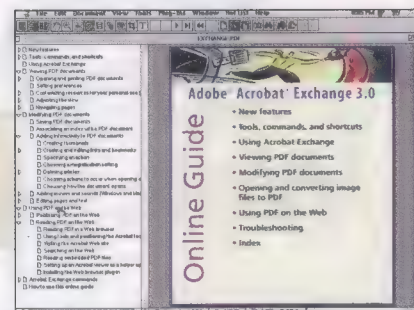
Simply put, Acrobat saves documents to the

Adobe PDF (portable document format) so that you can create, edit, enhance, and catalog portable digital documents. PDF is a robust file format that lets anyone with a PDF viewer open and read the document. Once you convert a document to PDF, you can enhance it with annotation, forms, pop-up fields, sound and video clips, hyperlinks, and even links to the Web using the Acrobat Exchange application.

Then you can distribute your documents to others or

invite people to your Web site to browse, download, and print your documents. As long as they have the free Acrobat Reader application, they can view your files with the layout and all typographic elements intact, regardless of what operating system, applications, or fonts they have.

To create a PDF file, we simply printed a file from our word processor or page layout program to the PDF Writer driver. This instantly generated a PDF



**PROS** Saves your documents—design, fonts, and images—in a format that Mac, PC, and Web users can read  
**CONS** Requires the Acrobat Reader to view the documents

version of the document. For documents with high-resolution images and complex layouts, we used Acrobat Distiller.

With the PDF file format, Acrobat will soon be doing flying leaps for your daily document work flow.

—DAN FORZANO

PRESENTATION  
NOTEBOOK

## Configuration

## Price

## Manufacturer

## The Bearable Lightness of PC-ing

Gateway Solo 5100 ★★★

233MHz Pentium MMX, 32MB of RAM, 2GB hard disk, 14.1-inch TFT display, K56Kflex internal modem, 12x CD-ROM drive,

\$2,700

Gateway 2000, 800-846-4875, www.gateway.com

A BUSINESS PRESENTATION requires a powerful notebook with a display large enough for your audience. But once the meeting is over, the notebook must fit easily into a computer bag and be light enough to carry to the next meeting. The

Solo 5100 from Gateway 2000 fits the bill by combining power with portability.

The first thing we noticed about our Gateway Solo 5100 was its 14.1-inch screen. With this crisp and bright active-matrix display, you'll have no trouble presenting to a small audience in a conference room. The second thing we were aware of was the Solo 5100's power and its featherlight weight. Because it's slimmer

than a full-size unit, the six-pound notebook won't load you down as you run to catch your plane.

Speaking of flying, we worked three and a half hours straight on a flight from Dallas to Boston and still had battery power to spare. We loved the Solo 5100's roomy and responsive keypad and we liked the Touchpad pointing device, but we swiped it occasionally with our palms while typing.

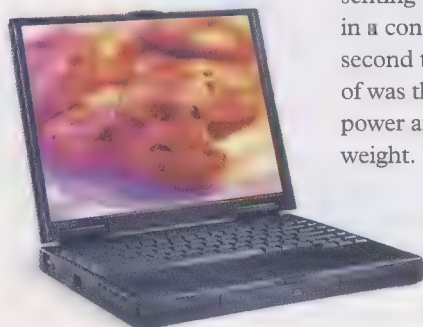
Gateway notebooks now ship with a rocker switch, located in front of the Touchpad, which lets you zoom in, zoom out, and

glide at high speeds vertically and horizontally across the screen. This feature came in handy when we viewed long Web pages and never-ending spreadsheets. However, at press time the rocker switch worked only with Microsoft Office 97 applications (Justice Department, take note).

Swapping between the battery, PC Card, floppy drive, and CD-ROM drive was simple. If you must use the CD-ROM and floppy drives simultaneously, just connect the floppy drive as an external device.

After working with the Solo 5100, our first impressions have become our conclusions: If you spend a good portion of the year on the road, the Solo 5100 makes an ideal traveling companion.

—NICK SULLIVAN



**PROS** Light and fast, pretty colors, and a neat rocker switch  
**CONS** The Touchpad has some glitches



EVEN THE BEST

*printers* COME

WITH A PART

*missing.*

A printer isn't much use until you put the right paper into it. Paper is a critical component that affects the quality of what you print.

If the paper isn't bright enough, for instance, your colors could turn out dull. If your images aren't sharp, it's probably because your paper isn't smooth enough.



Hammermill gives you the brightness and smoothness you need. Hammermill Jet Print is engineered to get brighter colors from an inkjet printer. And Hammermill Laser Print is specially made to give you sharper results from a laser printer. Get your printer its missing part. Get Hammermill.

For free samples and information, call 1-800-242-2148. Or visit our Web site at [www.hammermillpaper.com](http://www.hammermillpaper.com) INTERNATIONAL  PAPER



# Home Safe Home

*Technology can help you protect your privacy*

**W**ORKING AT HOME HAS FREED YOU FROM CORPORATE politics, long commutes, and starched shirts. But it also may expose you to a whole range of unexpected headaches, such as hazards to your privacy and security that come from mixing where you live with where you work.

Barbara Weltman, ■ New York-based attorney and author of a slew of books on home-based businesses, including *The Complete Idiot's Guide to Starting a Home-Based Business* (Alpha Books), knows the feeling. Once she had a mentally disturbed client stalk her via the telephone. "It goes with the territory," she says of such episodes. "When you run a home-based business, you bring the public into the home, whether physically or over the lines."

But you can take several steps to ensure that working out of your home doesn't mean you have to worry when the doorbell sounds, the phone rings, or e-mail hits the screen.

● **Get a separate phone line,** says Weltman, to keep your business and personal calls distinct from one another. "And put an answering machine on it so you're not a slave to the phone," she adds. If need be, take steps to enhance security on that line. Set up your phone account so that your number is not read by caller ID. For even greater security, contact directReach ([www.directreach.com](http://www.directreach.com)), ■ a service that makes it impossible for your call to be traced. The California company issues subscribers a personal extension to its 888 number; connections are made through two discreet systems so neither caller ID nor Star 69 services can trace it. Rates begin at \$14.95 a month, which includes 20 minutes of secured call time.

● **Don't give out your street address.** Another California company, e-Card International, offers a plastic-coated e-mail address card that you can use in lieu of ■

regular business card when you want to keep a client in touch but at a safe distance. For \$19.50, you can get 250 cards; the various styles and colors are on display at e-Card's Web site ([www.ecard1.com](http://www.ecard1.com)). Or, use a "neighborhood" office for shipping and mailing. Mail Boxes Etc., with 3,500 stores nationwide, functions as an additional post-office box or package-delivery center so that deliveries don't come to your home when you're not there or you don't want interruptions.

● **Guard your data.** David Natco, ■ New York business consultant, advises home-based workers to emulate everything ■ big business does to protect its computers. That includes password protection. "There's probably less risk because you have fewer people you don't know coming in, but there's still a danger," he says.

Also, make certain you have updated virus protection to guard against viruses coming in over the World Wide Web.

● **Encrypt messages.** Natco also recommends that you encrypt all business information sent over the Net. One product that allows you to achieve this is Digital ID from VeriSign ([www.verisign.com](http://www.verisign.com)). For \$9.95 a year, you download an "electronic certificate" that installs itself on your computer and works with your browser and e-mail software. It contains your e-mail address and name or nickname, plus the technology to digitally sign, encrypt, and decrypt the messages and documents you send over the Internet.

● **Educate yourself.** Cyberangels Internet Safety Organization has ■ superb Web site ([www.cyberangels.org](http://www.cyberangels.org)) filled with a wealth of information on personal and business security in the digital age. Topics include Internet fraud, e-mail etiquette and safety, computer security, and e-mail abuse.

—Douglas Gantenbein







STAY HOME

site: http://www

### WORK AT HOME.

Whether your home is your office or you just want a day out of the office, you can work at home with a dual-function DirecDuo™ dish. That's because you can use it to get Turbo Internet™ service from DirecPC™—the fastest Internet access available nationwide—to get connections up to 14 times faster than a standard 28.8 modem. So thanks to DirecDuo, your commute can be as close as your computer and as easy as your “start” key.

### PLAY AT HOME.

Everybody's getting more TV with DirecDuo too. And by more, we mean hundreds of great TV channels, first-run movies and exclusive sporting events—all with crystal-clear digital picture and sound—from DIRECTV® and USSB®. So contact us today—and stay home more often.

1-800-DIRECPC | [www.direcduo.com](http://www.direcduo.com)



+



=

**DirecDuo™**

MORE TV. FASTER INTERNET. ONE DISH.

**HUGHES**  
NETWORK SYSTEMS  
A HUGHES ELECTRONICS COMPANY

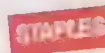
© 1998, Hughes Network Systems, a Hughes Electronics Corporation company. DirecDuo, DirecPC and Turbo Internet are trademarks of Hughes Network Systems, a Hughes Electronics Corporation company. DIRECTV is a registered trademark of Hughes Electronics Corporation. USSB is a registered trademark of United States Satellite Broadcasting Co., Inc.

CIRCLE READER SERVICE 39

Available at



computercity



and other retailers near you.



## Lighten Your Load

*You can leave your PC at home and still collect e-mail on the road*

**T**RAVELING LIGHT DOESN'T MEAN you have to lose touch with your e-mail. If you don't want to lug that laptop around town or can't get PC access at a library or postal outlet, a growing variety of new services and mobile communications devices offer alternative e-mail retrieval options.

The easiest way to tap into your e-mail account from the road is to keep loose change in your pocket and call your e-mailbox. **Voice e-mail services** are the latest and perhaps greatest way to stay in touch while traveling. Using text-to-speech software, these highly competitive subscription services capture your e-mail and read the messages to you over a TouchTone phone.



**JE Mail Call** (www.jesoft.com; from \$11 a month plus 10 cents a minute), e-Now (www.enow.com; \$15 start-up fee; from \$12 a month plus 25 cents a minute), and Mail-Call (www.mailcall.com; from \$5 a month plus 15 cents a minute) basically work the same way and offer free demos.

Once you've subscribed, simply call the service's toll-free number, enter your PIN, and listen to message summaries (sender, subject, date) or the full text of your e-mails. User-preference options let you choose the words-per-minute reading speed, the reader's voice, and volume levels. For additional fees, message replies and forwarding may be available. Best of all, the messages you retrieve remain on your ISP's server.

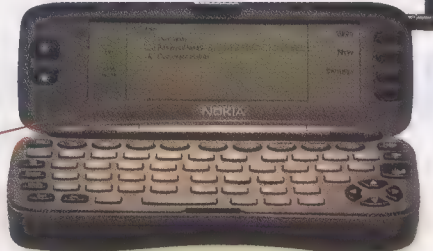
These systems are convenient and inexpensive, and because they don't require any software or hardware, you won't have to heft heavy equipment on the road. On the downside, the computerized voice reciting your e-mail can be somewhat difficult

to understand, and the services may not work with nonstandard POP3 Internet e-mail servers—in particular, America Online.

**Mobile wireless devices**, a new breed of personal digital assistants, increase away-from-the-office productivity by enabling you to send and receive e-mail. The 5.7-ounce PalmPilot Professional (www.palmpilot.com; \$299), in conjunction with the Palm Pilot 14.4Kbps Modem (\$129), "hot-syncs" with your PC to access and manage your e-mail. Compatible with most e-mail programs, the Pro's 1MB of RAM stores up to 100 messages that are easy to view on the backlit display. PalmPilot Personal owners can upgrade for e-mail connectivity for \$69.

Sharp (www.sharp-usa.com) offers two e-mail-capable PDAs, the 12-ounce Sharp Zaurus 3500x (\$368) and the 6.5-ounce SE-500 Mobile Organizer (\$300). Both bantamweights come with built-in 14.4Kbps modems and 1MB of RAM. The problem with these and most other PDA e-mail retrieval options: They're not compatible with Mac systems or AOL.

To stay in touch in style, consider the new **smart phones** that use digital personal communications services (PCS) technology to combine voice, e-mail, faxing, and data functions in one wireless device. The all-in-one capabilities are great, but be prepared to pay for the convenience—



**OPEN-AND-SHUT CASE** Nokia's 9000i Communicator may look like a standard wireless phone, but it opens to reveal a fully functional PDA.



### COOL GEAR

## Case Briefing

If you've seen one computer bag, you've seen 'em all. Right? Just another big black collection of straps and pockets that's a dead ringer for all the others on the street. You need something that can hold every conceivable supply, so why not do it in style? Kensington's SaddleBag made it easy for us to carry around an IBM ThinkPad, peripherals, disks, two legal pads, a few paperbacks, AND our old bag. Not bad for a sturdy, comfortable and unique-looking satchel that won't break—and won't break the bank. \$89.95 Kensington, 800-535-4242, [www.kensington.com](http://www.kensington.com)

—Darren Gladstone

and watch out for the rather steep learning curve.

The Nokia 9000i Communicator (www.nokia.com; \$799 to \$999) phone opens down the middle to reveal a full-function PDA with LCD screen, as well as a keyboard for reading and writing e-mail. Weighing in at 14 ounces, this high-end device comes with 8MB of RAM and performs almost as many tasks as your desktop PC or notebook.

Qualcomm's Q flip phone (www.qualcomm.com, \$499 to \$549) is almost as smart as the Communicator and tips the scales at just under six ounces. It supports Internet-based services such as stock reports and airline schedules, stores up to 99 phone numbers, and features a five-line LCD display that shows up to 48 characters at once.

—Karen L. Miller



**SACRIFICE NOTHING!**

# MICRONIX

## Reliability Performance Service & Pricing

**"TOP 100 best place to buy for competitive prices, cutting-edge technology, and quality tech-support!"**

-PC COMPUTING FEBRUARY '98



### 400MHz 17" MONITOR LOADED! \$2199



## PORTABLE POWER

**NEW! XBX-1936 \$3399 Business Lease \$114/Mo., 36Mos.**

Intel 266MHz Mobile Pentium II (IMM) CPU w/MMX  
14.1" Active Matrix TFT Screen  
NeoMagic 128-Bit Graphics Accelerator w/TV-OUT  
64mb SDRAM Memory 10ns (128mb +\$299)  
Removable 3.2gig EIDE HDD (4.0gig +\$249)  
24X Fast EIDE CD-Rom (DVD 2X +\$149)  
Built-In 56K Flex Rockwell Fax/Modem  
Li-Ion Battery (up to 3 Hours Operating Time!)  
Built-In 100/10 Base-T Lan Adapter  
200Mbps Built-In IEEE 1394 High Bandwidth Serial Bus  
Advanced Data Security w/ 32-bit Encryption  
Microsoft Windows 95 sr2, verB, Lotus SmartSuite '97  
(WordPro, 1-2-3, Organizer 97, Approach 97...)  
Two USB Port; Microphone Jack, Audio-in/out Jack  
**1year On-Site Warranty & 24-hour Technical Support**



starting at \$1699!

**XBX-1933 Intel Mobile Pentium II (IMM) 233MHz...\$3199**

## INTEL P-II 400/350MHZ

**NEW! MVP-1960 \$2199 Business Lease \$74/Mo., 36Mos.**

- Intel 440BX AGPset DFI" Mainboard
- Intel PII-400MHz CPU, MMX Tech, 512k
- 64mb Fast 10ns SDRAM (128mb +\$119)
- 6.4gig Ultra ATA HDD (8.4gig +\$79)
- 8mb AGP 3-D Matrox Productiva G100 Video
- Deluxe ATX Tower, 3.5" 1.44mb Floppy
- 17" (16.0" v.i.s., .27dp) Monitor (19" +\$299)
- NEW! 56Kflex or X2" V.90 Voice Fax/Modem
- Sound Blaster AWE64 PCI Waveable Sound
- 32X Max EIDE CD-Rom (DVD II +\$149)
- Sub-Woofer, Surround Sound HI-FI Speakers
- 105-Key Enhncd KB, 2-Button Internet Mouse
- Lotus SmartSuite '97 or Corel WP Suite 8
- Microsoft Windows 95 sr2verB
- Amazing Pak of CD-Titles w/ '98 Encyclopedia
- I-Omega 100mb Int. Zip Drive w/ 2 disks +\$99
- 3 Yrs Parts Warranty, Life Labor, Toll-Free Tech
- 1 Year Next-Business Day On-Site Warranty

**NEW! MVP-1955 INTEL PII-350MHz...\$1999**

## SMALL BUSINESS SOLUTIONS

**SMALL BUSINESS SERVER  
SBS-1998 \$3149 Business Lease \$106/Mo., 36Mos.**

- Intel DUAL BX AGPset, Ultra-Wide SCSI-III
- Intel PII-400MHz CPU w/ MMX Tech; 512k
- 128mb 10ns ECC SDRAM
- 9.1gig UW-SCSI HDD
- 3-D 4mb AGP Video Card
- ATX SuperTower 300W, 3.5" Floppy
- 14" (12.9" v.i.s., .28dp) Monitor
- 56Kbps Kflex or X2 V.90 Voice Fax/Modem
- 16-bit Stereo Sound Card, Stereo Speakers
- 32X Ultra Fast SCSI CD-Rom
- 3-COM 905TX 10/100 Network Card
- 105 Enhanced KB / 3-Button Hi-Res Mouse
- Microsoft Windows NT 4.0 Workstation
- 5yrs Parts, 3yrs On-Site, 24-7 Toll-Free Tech

Upgrade NT 4.0 Workstation to  
NT Server 4.0 w/ 5users...\$499

**SBS-1997 INTEL PII-350MHz...\$2949**  
Dual PII-300MHz Processors...\$3599

**NETWORK CLIENT  
NWS-1983 \$1149 Business Lease \$38/Mo., 36Mos.**

- Intel 440LX/BX AGPset DFI" Mnbrd
- Intel PII-233MHz MMX Tech; 512k
- 32mb 10ns ECC SDRAM
- 4.3gig Ultra ATA HDD
- 3-D 4mb AGP Video Card
- ATX Tower, 3.5" 1.44mb Floppy
- 15" (13.9" v.i.s., .28dp) Monitor
- 16-bit Stereo Sound Card
- Amplified Stereo Speakers
- 32X Ultra Fast EIDE CD-Rom
- 3-COM 905TX 10/100 Network Card
- 105 Enhanced KB / 3-Button Mouse
- Microsoft Windows 95 sr2verB
- 3 Yrs Parts, Life Labor, Toll-Free Tech

**NWC-1986 INTEL PII-300MHz...\$1349**

**NWC-1990 INTEL PII-350MHz...\$1599**

**NWC-1986 INTEL PII-400MHz...\$1799**

**GRAPHICS WORK-STATION  
GWS-1973 \$3199 Business Lease \$109/Mo., 36Mos.**

- Intel 440BX/LX AGPset DFI" Mnbrd
- Intel PII-400MHz MMX Tech; 512k
- 128mb 10ns SDRAM
- 8.4gig Ultra ATA HDD
- Matrox Millennium w/ 16MB AGP
- ATX Tower, 3.5" 1.44mb Floppy
- 21" (20" v.i.s., .25dp) Monitor
- 16-bit Stereo Sound Card
- Amplified Stereo Speakers
- 32X Ultra Fast EIDE CD-Rom
- 100mb I-Omega Zip Drive w/ Disk
- 105 Enhanced KB / 3-Button Mouse
- Microsoft Windows 95 sr2verB
- 3 Yrs Parts, Life Labor, Toll-Free Tech

**GWS-1970 INTEL PII-350MHz...\$2999**

**GWS-1966 INTEL PII-300MHz...\$2749**

**GWS-1963 INTEL PII-233MHz...\$2549**

## INTEL P-II 300/233MHZ

**MVP-1950 \$1499 Business Lease \$50/Mo., 36Mos.**

- Intel 440LX AGPset DFI" Mainboard
- Intel PII-300MHz CPU, MMX Tech, 512k
- 32mb Fast 10ns SDRAM (64mb +\$59)
- 4.3gig Ultra ATA HDD (6.4gig +\$59)
- 4mb AGP 3-D Graphics Card
- Deluxe ATX Tower, 3.5" 1.44mb Floppy
- 17" (15.9" v.i.s., .28dp) Monitor (19" +\$299)
- NEW! 56Kflex or X2" V.90 Voice Fax/Modem
- 3-D Waveable Stereo Sound Card
- 32X Max EIDE CD-Rom (DVD II +\$149)
- Sub-Woofer, Surround Sound HI-FI Speakers
- 105-Key Enhncd KB, 2-Button Internet Mouse
- Lotus SmartSuite '97 or Corel WP Suite 8
- Microsoft Windows 95 sr2verB
- Amazing Pak of CD-Titles w/ '98 Encyclopedia
- I-Omega 100mb Int. Zip Drive w/ 2 disks +\$99
- 3 Yrs Parts Warranty, Life Labor, Toll-Free Tech
- 1 Year Next-Business Day On-Site Warranty

**MVP-1943 INTEL PII-233MHz...\$1299**

**TO ORDER TOLL-FREE 1.800.870.8709**  
M-F 8am-Midnight; Sat 10am-6pm. EST.

**TO ORDER ON-LINE**  
24 Hours A Day 7 Days A Week

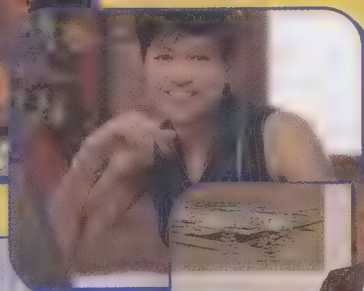
**www.micronixusa.com**

All prices and specifications subject to change without notice. Amount of monthly lease payment, based upon 36-month lease with first and last payment due at purchase with balance of 34 monthly payments. Lease rate does not include taxes, fees, shipping charges, and/or credit approval and availability. Above lease terms subject to change without notice. Leasing is arranged by third party/leasing companies to qualified customers. On-Site Warranty is provided by an independent third-party provider. May not be available in remote areas. Micronix USA cannot be responsible for any omissions, errors in typography or photography. All returned items must have an RMA number, and must be in all original packaging. Shipping charges, opened software, and custom configured systems are non-refundable. Monitors and printers are subject to manufacturers warranty. Absolutely no refunds for merchandise returned after 30 days. Purchaser is responsible for all freight cost on all returns of merchandise. All logos and brand names are trademarks of their respective companies. Intel, the Intel Inside Logo, and Pentium are registered trademarks and MMX is a trademark of Intel Corporation. MS, Microsoft, Windows and Windows NT are registered trademarks of Microsoft Corporation. 3Com and EtherLink are registered trademarks of 3Com Corporation. All rights reserved.

CIRCLE READER SERVICE 63



# MINDING YOUR WEB SITE, WHILE YOU GROW YOUR BUSINESS.



**MindSpring's  
flexible web hosting  
plans include:**

MindSpring, one of the nation's largest and most respected Internet Service Providers, gives you the ability to focus on what you do best. Growing your business. We'll sweat the details. Details like helping you set up your storefront online. Or running a web site every bit as competitive as the big guys.

With full turnkey web hosting capabilities, MindSpring offers both unsurpassed technology and award-winning customer support. In addition to a comprehensive suite of automated software tools, MindSpring gives you the peace of mind of a highly reliable, secure network that's monitored 24-hours a day by our professional network operations staff.

- Multiple high-speed Internet connections and uptime that exceeds 99.9%, so your customers can always access your site.
- Graphical reports show you how many people have visited your site, where they came from, how long they stayed and your peak traffic time, so you can refine your marketing strategies as needed.
- Complete turnkey services including design, hosting, domain registration and simple online account management.
- Free 24-hour telephone and online tech support, staffed by friendly, knowledgeable staff, so you're never left wondering what to do next.
- Flexible pricing plans starting as low as \$19.95/month.\*
- Reseller opportunities available.

\* Requires a MindSpring individual Internet access account.

**Call toll-free, 1-888-932-1997 today!**



## **MindSpring®**

<http://business.mindspring.com> - 1-888-932-1997



## Call Numbers

*Price your way through the business phone maze*

**F**OR THE HOME OFFICE WORKER, phones have come a long way, baby. Prices haven't plunged at the same rate as computer technology, but you can still get a lot more for your money than you did two years ago. Accordingly, it may be time to ditch that \$15 princess phone you're still using to run your operation. By committing serious money, you can find a phone that'll increase productivity, sharpen your image, and maybe even help you work out those kinks in your neck.

The key to finding the right system is matching your operating budget with your telephone needs. We'd all love to have the fully loaded system, but even dedicated penny-pinchers can ramp up without ending up in debtor's prison.

**Economy Class, \$25 or so.** So what do you get for this amount of money? More than nothing. Southwestern Bell's \$25 Sleekline Telephone comes with a mute button and 10-number speed dial if you buy it at Hello Direct ([www.hello-direct.com](http://www.hello-direct.com)), an online telephone store. If you don't spend an awful lot of time on the phone, this level of equipment can work just fine, and the hold/mute button is especially handy in a home office when the dog starts barking or the baby is wailing.

If you're a light phone user, don't bother bumping up to a \$60 phone-answering machine combo. Instead, buy the dirt cheap desk phone and use your local phone company's voice-mail service. It's only a few dollars a month and it's the cheapest way to effectively get two lines without using call waiting (a home office feature that screams unprofessional). If someone calls and you're on the phone, that person's call immediately gets bumped to voice mail. And you never have to replace another malfunctioning answering machine.



**Business Class, \$50 to \$100.** Going cordless is a significant investment, but once you do, you'll wonder how you ever managed to function while tethered to your desk.

Ever see the FedEx guy stroll up your sidewalk right in the middle of a crucial phone call? How often have you had to run across the room to retrieve a pen while a client rattles off vital information? With a cordless phone, you'll never again have to say, "Sorry, can you hold on for a second?"

Sometimes cordless phones dip below the \$50 plateau, and when they do, buy immediately. Hello Direct's \$60 Extended-Range Antenna 900MHz model is a good bargain, and the Radio Shack ET538 model ([www.radioshack.com](http://www.radioshack.com)), with 25-channel search and nine-number memory, also sells for \$60. Another \$10 gets you Radio Shack's ET549, which features 10-number speed dialing.

**First Class, \$100 Plus.** If you're in a sales position or any job where you spend more than two hours a day on the phone, seriously consider a headset or you'll spend the difference in Advil and massage therapy. You may also need a two-line model. For these features, you've just bumped up to the \$100 to \$150 range. But you get a lot for this: a cordless phone with a hold button and memory. The Plantronics CT 460 cordless headset phone ([www.plantronics.com](http://www.plantronics.com)) is available at Radio Shack for \$130. Even better is the Plantronics CT-901-HST, a faster 900MHz model, which sells for \$200.

Multiple-line speakerphone systems are another option for heavy phone users. For \$200, you'll get four lines and a speakerphone or you can also pay extra for a cordless feature, or even a headset.

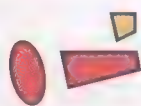
—Rivka Tadjer



# Don't Buy PC's From Billionaires.

We're iDOT.com, the first PC company built for the Web. Which means we can save you money and time. And with Intel® processor based PC's starting at just \$999, we're probably not gonna be billionaires for a while. Visit our Web store. Don't have a PC? Use your phone: 888-388-iDOT (4368).

Designated trademarks and brands are the property of their respective owners.



iDOT.com

PC's For Smarties.™

[www.idot.com](http://www.idot.com)

Attitude #11



# Genies used to come in bottles.



Poof! Business Plan Pro takes a lot of the fear, time and hard work out of writing a business plan. We'll guide you through every step—from describing your business and defining the market to forecasting sales and creating financials. Our Plan Wizard automatically sets up text outlines and

appropriate financials. And audio and text help give you detailed instructions for every line in the financials—all customized for your business. What's more, only Business Plan Pro includes 20 real life sample plans and a complete database of lending sources. And with Internet updates Business Plan Pro will never be out of date.

**So make some magic and start planning on Business Plan Pro.**  
**Call 1-800-229-7526 to order now!**  
[www.palo-alto.com](http://www.palo-alto.com)



# Is It Time to Call the Cable Guy?

*Here's what to ask when your provider starts hawking Internet access*

**C**ABLE MODEMS SOUND GREAT, don't they? Who wouldn't want to zip along the Web with a high-speed connection that never interferes with your phone service and never needs to be disconnected? And, yes, your kids can still watch *South Park* while you're surfing online.

Assuming your cable company offers cable access—not a safe assumption—it's important to remember that not all cable Internet services are created equal. Before you commit to signing up, arm yourself with information by asking your cable provider these questions.



**JIM DANDY** Cable Internet access is a real hoot, but you'd better be prepared for installation day.

**How much does it cost and what do I get for my money?** Most ISPs charge about \$20 a month and operate over your phone line, and the cable companies charge about twice that for cable Internet access. MediaOne, Time Warner, and Comcast@Home all charge cable subscribers \$39.95 a month for unlimited two-way service. Installation costs range from \$100 to \$175, and you may incur an extra \$50 for an Ethernet Network Interface Card. The cable modem, which costs between \$200 and \$500, remains the property of the cable company—much like a cable TV converter—and you're responsible for it. Your monthly bill pays for the same features you get from an ISP: browser software, plug-ins, and varying online content. But mostly, you get s-p-e-e-d and the thrill of a constant connection.

**What kind of two-way access do you offer?** The high speed of cable connections—50 to 100 times faster than your analog modem—is downstream, from the Internet to you. Upstream, which carries your data to the Net, is slower—only 10 to 20 times faster than your phone. Some cable companies offer a one-way modem that works only downstream, so make sure to ask your provider for the details. Otherwise, you'll still need your phone line and phone modem to dial up and send data to the Web.

**What does the installation process entail?** Both MediaOne and @Home say they use two technicians: one experienced in cable, the other in computers. One splits the cable and runs the new line to wherever your computer is located. The other installs and configures your Ethernet Card and then connects the external cable modem to your computer's 10Base-T Ethernet port. After the technicians install the software, make sure they test the system before you sign any paperwork.

**What does my computer need to handle the installation?** Generally, you should have at least a 486/66MHz processor (Pentium preferred), 16MB of RAM, 30MB of hard-disk space, and Windows 95. Your Macintosh 7.1 or better will work too. The cable company's computer contractor will be glad to sell you an upgrade if you need it, or you can secure your own copy.

**What do you mean you don't offer Internet access?** The biggest problem with cable Internet access is that it's not yet ubiquitous. Your cable company offers it? Great. Mine doesn't. Tough for me. Yes, the squeaky wheel gets the grease, but cable companies are notoriously slow movers. Some providers encourage e-mail suggestions/complaints; others prefer taped phone messages. Call your company's information line—or go to its Web site—to find out how best to request cable access.

—George Carlson



We're iDOT.com, the first PC company built for the Web. Which means 24x7 naked shopping, if that's your thing. Plus, \$999 Intel® processor based PCs that are anything but stripped down. Visit our Web store. Don't have a PC? Use your phone: 888-388-iDOT (43689). Designated trademarks and brands are the property of their respective owners.

Attitude #2



PC's For Smarties.™

www.idot.com



# Something Sew Right

*A pattern designer creates storage space with the help of low-cost containers and shelving*

BY NEAL ZIMMERMAN

## SNAPSHOT

**NAME:** Alva Winston

**COMPANY:** B&B's Blueprints, children's sewing patterns and cross-stitch pattern firm

**LOCATION:** Sugar Land, TX

**HARDWARE:** Dell Dimension Pentium 133, 48MB RAM, 1.6GB hard disk, 1GB Jaz drive, CTX P17 monitor, HP DeskJet 540 Inkjet printer, US Robotics V.34 Sportster fax/modem

**SOFTWARE:** Windows 95, Quicken QuickBooks, Microsoft Office for Windows 95, HobbyWare PatternMaker

**FURNISHINGS:** Custom oak work surfaces and cabinetry, Globe Industries "roll around" file cabinets (800-220-1900), shelving and brackets (available at Home Depot, 770-433-8211)

**DESIGN MISSION:** To increase storage space and build larger work surfaces

**W**HEN PATTERN DESIGNER ALVA WINSTON STARTED HER BUSINESS, B&B's Blueprints, eight years ago, the only supplies she needed in her suburban Houston home office were a drafting table and a few pattern books. But after mail-order companies and fabric stores took notice of her designs and business picked up, she began to feel hemmed in.

"I was always searching for things, and my work surface was constantly cluttered," Winston remembers. "I knew that if I could just organize my equipment and storage needs, I could handle the workload."

Knowing she needed a dedicated storage area, Winston set her sights on a large walk-in closet with a standard closet pole and shelf. With help from her husband, Bill, she built new shelving at the proper spacing and depth for her specific needs. She then installed eight plastic, milk-crate-size storage bins to hold her pattern designs and business files. "This was the easiest way to get organized without having to build drawers, which would have been expensive," she says.

With the clutter amply reduced, Winston could then turn her attention to her workspace. She creates patterns using PatternMaker software, which she then prints out and adjusts at her drafting table. Although she had enough space to design, she needed another large work surface to conduct the business side of B&B Blueprints. Her desk, which was too small and ill-fitting to make the best use of the six-foot space, didn't cut it. In its place, her husband designed and built a 6- by 3.5-foot oak table, which effectively doubled the work surface. Winston then purchased two Globe Industries oak rolling pedestal cabinets that tuck neatly underneath the table. By doing this, she created the functionality of a desk with drawers, at a much lower cost. The rolling storage cabinets hold all of Winston's mailing materials, and can be moved to different locations throughout the office.

To create even more storage, Winston and her husband installed two rows of wall-mounted shelves over the entire length of the new work surface. The shelves and hardware are available in various lengths and finishes. On the underside of the bottom shelf, Winston installed six halogen spotlights, which evenly illuminate her new work surface.

Winston's new office is now as neat as a pin, with excess storage space for future growth and a lot more room to work. Apart from labor, the whole project was accomplished for less than \$1,800. She figures that she already recouped this in saved time, in less than three months. Her only regret: "I should have done this two years ago!" ■

*Architect and writer NEAL ZIMMERMAN is the author of HOME OFFICE DESIGN (John Wiley & Sons).*





#### ROOM FOR EVERYTHING

Although clothing and pattern designer Alva Winston needed a lot of storage space, she also required a large work surface for designing and conducting her day-to-day business. An unused closet with inexpensive crate containers solved the first problem, while a custom-made (by her husband, Bill) oak table with rolling cabinets took care of the latter.



**ROLL WITH IT** Even though her worktable and rolling cabinets are new, Winston chose to hold on to her rolling computer cart. The reason? "It was important for me to be able to roll out my PC and get behind it, in case I wanted to install an upgrade or plug something in," she says. "You can't do that as easily when your computer sits on a desk."



# the

©1998 Hewlett-Packard Company.

Considering it's the most commonly used word in the English language, you want it to appear with the sharpness and brilliance a word of this importance deserves.





Dear Mr. Cranston,

It was good to hear from you yesterday. As I said, the photos above went quite smoothly.

I must admit that we did exceed, slightly, our initial estimate for the project. In order to show your product in its best light, we felt the Caribbean was our best choice for shooting locations. Even indoors, tropical light makes your product look wonderful.

Unfortunately, the five star hotel was the only place that had rooms available. We were lucky to get the suites that we did. Alas, corresponding room service charges were unavoidable.

The chartered fishing boat was necessary for scouting locations. As was the SCUBA equipment. However, I think you will be pleased with the results. I look forward to our next project together.

Sincerely,

*Bruce Gifford*  
Bruce Gifford  
Account Executive

Laser print



Dear Mr. Cranston,

It was good to hear from you yesterday. As I said, the photos above went quite smoothly.

I must admit that we did exceed, slightly, our initial estimate for the project. In order to show your product in its best light, we felt the Caribbean was our best choice for shooting locations. Even indoors, tropical light makes your product look wonderful.

Unfortunately, the five star hotel was the only place that had rooms available. We were lucky to get the suites that we did. Alas, corresponding room service charges were unavoidable.

The chartered fishing boat was necessary for scouting locations. As was the SCUBA equipment. However, I think you will be pleased with the results. I look forward to our next project together.

Sincerely,

*Bruce Gifford*  
Bruce Gifford  
Account Executive

Laser fax



Dear Mr. Cranston,

It was good to hear from you yesterday. As I said, the photos above went quite smoothly.

I must admit that we did exceed, slightly, our initial estimate for the project. In order to show your product in its best light, we felt the Caribbean was our best choice for shooting locations. Even indoors, tropical light makes your product look wonderful.

Unfortunately, the five star hotel was the only place that had rooms available. We were lucky to get the suites that we did. Alas, corresponding room service charges were unavoidable.

The chartered fishing boat was necessary for scouting locations. As was the SCUBA equipment. However, I think you will be pleased with the results. I look forward to our next project together.

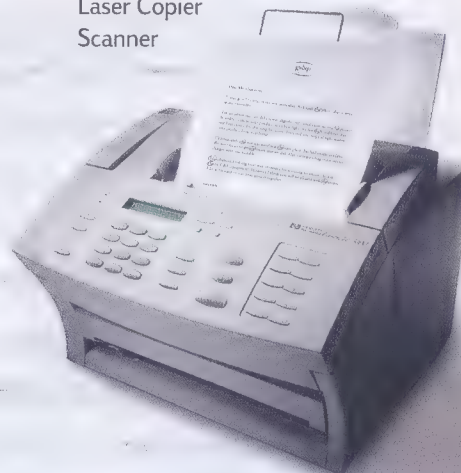
Sincerely,

*Bruce Gifford*  
Bruce Gifford  
Account Executive

Laser copy

## The All-in-One HP LaserJet 3100

Laser Printer  
Laser Fax  
Laser Copier  
Scanner



\*Estimated U.S. retail price. Actual price may vary.

Whether printing, faxing, copying or scanning, the sharpness and precision of HP LaserJet technology is sure to please anyone devoted to uncompromising results. The new All-in-One HP LaserJet 3100 gives you professional, 600 dpi black and white documents at impressive laser speed. It even performs multiple tasks simultaneously. All with the dependability you'd expect from Hewlett-Packard. Priced around \$699\*. For more information visit [www.lj3100.com](http://www.lj3100.com)

 **HEWLETT®  
PACKARD**  
Expanding Possibilities



# Hit the Road

Going somewhere? Better get yourself fitted with a mobile office

We're talking pint-size products like notebook PCs, portable printers, wireless modems, and cellular phones. Like any other businesswear, a mobile office should be custom-tailored to fit you and your specific needs.

We've designed four portable offices for every type of on-the-go operator. There's the Day-Tripper, who works in off-site locations; the Flextimer, who spends part of the week telecommuting; and the Jet-Setter, who takes lots of long trips. We've also created a system for the Budget Watcher, who, regardless of travel, needs an affordable portable office. Note that prices—particularly for the notebooks—are likely to drop by the time you're ready to buy.

BY RICK BROIDA

PHOTOGRAPHS BY MICHAEL DARTER

## THE DAY-TRIPPER

It's a funny thing: You work out of a home office, but you're always bopping around town to visit clients, suppliers, and everyone else who helps make your business go. This on-the-run lifestyle requires an all-purpose portable that's compact and lightweight, yet capable enough to handle your most important applications and information.

• **Notebook:** Though barely five pounds and only 1.5 inches thick, the NEC Versa 2760 packs such amenities as a 166MHz Pentium MMX processor and a 3.2GB hard disk. Top it off with an eye-popping 12.1-inch active-matrix screen, and you start to see where the expression "bang for the buck" comes from. **Alternative:** Gateway Solo 5100SE

• **Modem:** Although the Versa comes with a 56Kbps fax/modem, you'll need wireless communications when you're on the go. Slide Motorola's Personal Messenger 100C into the Versa's PC Card slot, and you can swap e-mail and send faxes from wherever you are. **Alternative:** 3Com/U.S. Robotics's All-Points Wireless

• **Printer:** Sales receipts, price quotes, customized brochures—you can print them all, anytime, anywhere, with Canon's BJC-80 portable printer. Successor to the popular BJC-70, the BJC-80 delivers crisp 360dpi color, while adding only 4.5 pounds (with the AC adapter) to your briefcase. An optional battery pack lets you leave the power brick at home.

• **Phone:** Because most of your travels are local, Motorola's StarTAC 6500 cellular phone is all you need to keep in touch. You can set this "wearable" three-ounce phone to vibrate like a pager, so your important meetings needn't be interrupted by a ringing pocket. **Alternative:** Qualcomm Q Phone

• **Pager:** Speaking of pagers, a cell phone might be overkill if you only need to send and receive short messages. The SkyWord Plus alphanumeric pager features a four-line display and supports numeric, text, and e-mail messages. **Alternative:** Motorola Tenor





KODAK V2000, Motorola's Personal Messenger 100C, Canon's iJC-80 portable printer, Motorola StarTAC 6500



## THE JET-SETTER

SEEMS LIKE YOU'RE NEVER IN the office anymore. These days you're dividing your time equally between client meetings, sales presentations, hotels, and airports. The last thing you want is a heavy, bulky notebook to tote around, but you need a big screen for presentations and long battery life for cross-country flights. Technology to the rescue.



IBM ThinkPad 560X, Mediaphile's Presentation Audio System, HP DeskJet 340, Nokia 9000i Communicator

● **Notebook:** Hit the road, warrior, and take IBM's ThinkPad 560X with you. Armed with a 12.1-inch active-matrix screen, a 233MHz Pentium MMX CPU, a 3.9GB hard disk, and a long-lasting lithium ion battery, the ThinkPad makes for one sweet traveling companion. Amazingly, it weighs only 4.1 pounds. The only catch: You'll have to shell out some extra dough for a CD-ROM drive (about \$300), which comes separately. **Alternative:** Fujitsu LifeBook 656Tx

● **Speakers:** You didn't spend hours whipping up that fancy presentation just so your notebook's tinny speakers could drown it out. You can compensate for weak notebook audio by packing a set of external speakers—namely, MediaPhile's Presentation Audio System. These super-skinny speakers weigh less than two pounds, but deliver rich, loud, vibrant audio that's sure to make a good impression. **Alternative:** New Media LapTalk speakers

● **Printer:** HP's DeskJet 340 has been around for a while, and it's easy to see why. Not only will it keep your load light (it weighs about three pounds), it churns out nearly three color pages per minute and supports wireless printing with your notebook via an optional infrared adapter. Its 30-page bin eliminates the need to feed single sheets of paper, and its optional rechargeable battery pack eliminates the need to lug around a bulky power supply. **Alternative:** Canon BJC-80

● **Cell Phone/Pager:** Nokia's impossibly versatile 9000i Communicator could almost take the place of your notebook. It's a cellular phone, a two-way pager, a Web browser, and an e-mail manager. It can even send and receive faxes. Plus, it has an appointment calendar and contact directory that can be synchronized with your PC data. And did we mention that it's small enough to fit in a pocket? **Alternative:** Samsung Duette



## Lighten Up!

A mobile office is meant to be, well, mobile. So when you have to start using one of those fold-up luggage carts just to haul around your briefcase, you know you're carrying too much stuff. Here are four surefire ways to save space and shed excess weight.

Toss the power brick. It's bad

enough you have to carry a heavy, bulky power brick, but those two cords that come with it are serious space-wasters. So, toss the brick and carry a second battery instead.

**Drive away.** If your notebook has removable floppy or CD-ROM drives, decide in advance whether you'll need either one in your travels. You can lighten your load by leaving the drives behind.

**Cut the parallel printer cable.** Buy an infrared receiver for your portable printer, and you can forget having to schlepp that big old parallel cable.

**Opt for a PDA.** Do you really need your notebook at all? If you require access only to your appointment calendar, contact list, and memo pad, consider carrying a PDA instead (see "Hip-Pocket Portability").

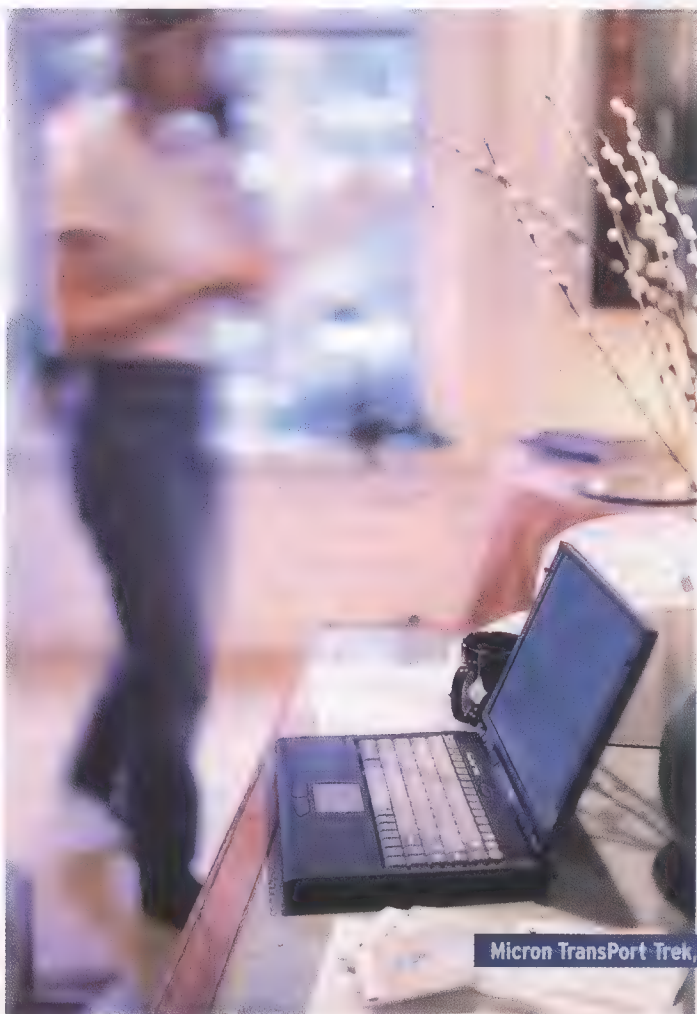
## THE FLEXTIMER

SO THE BOSS HAS AGREED TO LET YOU TELECOMMUTE TWO DAYS A

week. Make sure you have the right tools to take you back and forth between your home and corporate offices.

Naturally, a powerful portable is a must, but who wants to spend the day tapping away on a cramped notebook

keyboard? We recommend a docking station, so you can connect a full-size keyboard, a mouse, and a big monitor.



Micron TransPort Trek, HP OfficeJet 610

• **Notebook:** There must be a kitchen sink somewhere inside the TransPort Trek box, because Micron sure throws in everything else. The very definition of portable power, the 6.2-pound Trek stows a 233MHz Pentium II processor, 32MB of RAM, a 3GB hard disk, a 56Kbps fax/modem, Microsoft Office 97 Small Business Edition, and even an executive software bundle. You'll mow through your work so quickly, the boss might let you stay home another day. **Alternative:** NEC Versa 6230

• **Docking Station:** Clearly designed with the home office in mind, the Executive kit is a perfect complement to your Micron notebook. It supplies a keyboard, mouse, and 17-inch monitor, all painted black to match the Trek. And it's a bargain to boot.

• **Multifunction Peripheral:** Why clutter up the place with a stand alone fax machine, printer, scanner, and copier, when Hewlett-Packard's OfficeJet 610 squeezes them all into one affordable, space-saving device? Among other features, the OfficeJet delivers 600dpi color printing, 24-bit color scanning, broadcast faxing, and sheetfed copying. It's a little slow, but it beats having to build an addition onto the house. **Alternative:** Xerox Workcentre 450C

• **Phone:** For the days when you're working from home, phone companies such as US West and Ameritech offer call forwarding that you can turn off when you head back to the office (prices and services vary).



## THE BUDGET WATCHER

ESPECIALLY IF IT'S NOT YOUR PRIMARY SYSTEM, A portable office often hinges on a small budget. Fortunately, it's possible to outfit yourself with a complete mobile office—including a portable notebook PC, modem, cellular phone, and pager—for about \$2,000. Well under, actually, if you're willing to forgo an active-matrix screen and state-of-the-art Pentium processor.

● **Notebook:** Toshiba's Satellite 305CDS may just be the best notebook bargain in history. Outfitted with a 166MHz Pentium processor, a 12.1-inch dual-scan

screen, 16MB of RAM, and a 2GB hard disk, the Satellite offers ample power for most business-computing tasks. It also features multimedia goodies like a 16x CD-ROM drive and stereo speakers. **Alternative: Hitachi Vision-Book Plus 5260**

● **Modem:** Of course, you'll need a modem to go with that notebook (with the exception of the VisionBook, which already has one built in). We recommend Motorola's MobileSURFR 56K, a speedy PC Card that offers full compatibility with Motorola's cellular phones.

● **Cell Phone/Pager:** We know where you can get both for free—sort of. Just thumb through your local newspaper and you'll find phone and pager deals from local shops and major consumer-electronics chains, such as Best Buy and Computer City. Usually, they'll give you the equipment for free, provided you sign up for a year or two of cellular or paging service. ■

RICK BROIDA, our light-traveling contributing editor, never leaves the house without his PalmPilot.

## Hip-Pocket Portability

Whether you're a jet-setter, a flextimer, or somewhere in between, sometimes a notebook is just plain overkill. Sure, you need one to do the serious work, but when you just want access to your contacts and calendar, PDAs can be a lot more convenient. They're small, relatively inexpensive, and easier than ever to synchronize with your PC. Here's the scoop on three of our favorites.

Franklin Electronics' 1.4-ounce REX is a credit-card-size storage facility for your appointments and contacts. Actually, it's a PC Card device with a small LCD screen. REX slides into your notebook's PC Card slot and absorbs data from your contact manager. You can't add data until you get back to your notebook, but the REX's simple button-driven interface makes accessing what's there a breeze. Franklin Electronic Publishers; 800-266-5626; [www.franklin.com](http://www.franklin.com); \$149

The most popular handheld organizer is Palm Computing's PalmPilot, now

available in three varieties: the 512K Personal, 1MB Professional, and 2MB Palm III. All three models boast simplistic pen-based data entry, supereasy desktop (or notebook) synchronization, and thousands of third-party applications and utilities. The new Palm III throws an infrared data port into the mix, for quick

and easy data exchange with other Palm III users. And with Palm Computing's clip-on modem, you can even check your e-mail, send a fax, or browse the Web. Not bad for a device that's about

the size of a deck of cards. (For another look at the PalmPilot, check out Sneak Peeks in this issue). Palm Computing; 800-881-7256; [www.palmpilot.com](http://www.palmpilot.com); (Palm III) \$399; (PalmPilot Professional) \$299; (PalmPilot Personal) \$199

Of course, the PalmPilot lacks a physical keyboard, so



MOBILEPRO

you wouldn't want to use it to write lengthy letters or e-mail messages. And it also doesn't run any iteration of Windows, which can be a liability if you need access to, say, Microsoft Word or Excel documents. Enter NEC's MobilePro 700, a Windows CE-based handheld PC with a roomy screen and a keyboard large enough for comfortable typing. Equipped with numerous notebook-class features, the MobilePro boasts an internal fax/modem, an infrared transmitter, a PC Card slot, and a built-in microphone (for recording audio). For the times when you don't need the power of a full-fledged notebook, the MobilePro is an excellent compromise. NEC; 888-863-2669; [www.necnow.com](http://www.necnow.com); \$699



REX



PALM III



# The sales & marketing sensation that's sweeping the nation!

Why struggle writing customer letters? Here are 2,001 letters *proven* to build relationships, open doors and close sales!

There you sit, staring at your computer screen. Racking your brain for the perfect words to follow up a meeting. Apologize for a problem. Get your foot in the door of a prospect. Or close a sale.

"I was completely overwhelmed by the depth and ease of use. The scope and quality of the material is stunning."

Scott May, *PC Solutions*

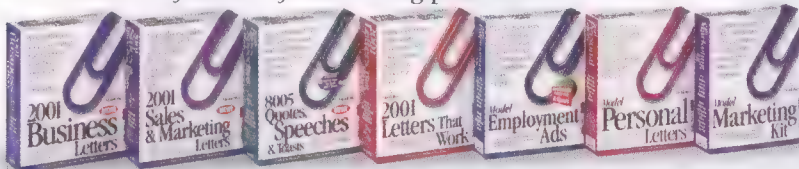
But now, you can say *goodbye* to the hours you waste struggling to write the perfect letter. 2001 Sales & Marketing Letters™ puts professionally-written sample letters for every situation at your fingertips!

Just choose the one you want from the category folders, load it into your word processor, and edit or customize as needed. The impressive language is all

A few of the over 2,000 letters included!

- Follow-up to appointment
- Introduction of product line
- Persuading and closing
- Trade show follow-up
- Apology for problem
- Anniversary of relationship
- Cold call introduction
- Rate increase/policy change
- Requesting referrals
- Bids/quotes/proposals
- Thank yous for all occasions
- Request for personal meeting
- Credit and collections
- Response to ad inquiry
- Response after losing sale

Ask about our full line of time-saving products!



Write effective sales letters that build relationships, persuade customers, and close sales.

**2001 Sales & Marketing Letters™**  
More than 2,001 expertly written example letters and memos—plus writing guidelines and alternate phrases!  
Produced by ModelOffice. Software With the Hard Part Done™

**SPECIAL OFFER  
30 DAYS  
ONLY**

there, written and *proven effective* by the best in the business. You'll also enjoy alternate phrases and expert tips to handle special situations.

Join the thousands who are taking it from the pros - with 2001 Sales & Marketing Letters.

Guaranteed to pay for itself the first time you use it! Take advantage of our special offer and call today!



Prepared by professional writers under the guidelines of Dianna Booher, leading consultant to Fortune 500 executives worldwide.

## Bonus Offer 30 Days Only!

Call to order 2001 Sales and Marketing Letters now and you'll get Random House's "Guide to Good Writing" *plus* our Model *Personal Letters™* software (reg. \$29.95) as a **FREE BONUS!**

\*This offer not available in stores.

All three for only  
**\$39.95**  
plus \$6.00



Satisfaction  
Guaranteed

**1-888-801-3883**

Fax: (512) 457-1167

**www.modeloffice.com**

Also available at **CompUSA, Best Buy, Computer City\***

For both Windows and Mac!

**ModelOffice™**

© 1998 ModelOffice, Inc. ModelOffice and 2001 Sales & Marketing Letters are trademarks of ModelOffice, Inc. Macintosh and Mac are trademarks or registered trademarks of Apple Computer, Inc. Microsoft and Windows are registered trademarks of Microsoft Corporation. Guide to Good Writing copyright 1991 Mitchell Ivers.

CIRCLE READER SERVICE 36



## Where to Buy

You can pick up some of the products in this article at computer and electronics stores, but the surest way to find the exact models we recommend is to contact the manufacturers directly.

### THE DAY-TRIPPER

**Versa 2760 NEC Computer Systems Division;** 888-863-2669; [www.neccsd.com](http://www.neccsd.com); \$2,499  
**Solo 5100SE (alternative)**  
**Gateway 2000;** 800-846-4208; [www.gateway2k.com](http://www.gateway2k.com); \$2,899



Versa 2760

**Personal Messenger 100C Motorola;** 800-894-7353; [www.motorola.com](http://www.motorola.com); \$500 to \$700, depending on software bundles and carrier airtime options  
**Allpoints Wireless (alternative)**  
**3Com/U.S. Robotics;** 800-527-8677; [www.3com.com](http://www.3com.com); \$499, plus RAM Mobile Data Network subscription fees.



Personal Messenger 100C

**BJC-80 Canon Computer Systems;** 800-385-2155; [www.ccsi.com](http://www.ccsi.com); \$249



BJC-80

**StarTAC 6500 Motorola Cellular Service;** 800-232-6274; [www.motorola.com](http://www.motorola.com); \$399  
**Q Phone (alternative)**  
**Qualcomm;** 800-349-4188; [www.qualcomm.com](http://www.qualcomm.com); \$549



StarTAC 6500

**SkyWord Plus SkyTel;** 800-395-5304; [www.skytel.com](http://www.skytel.com); \$150 with one-year service contract, plus monthly subscription fees  
**Tenor (alternative) Motorola;** 800-894-7353; \$179 plus airtime charges.



SkyWord Plus

### THE FLEXTIMER

**TransPort Trek/docking station/Exec. kit Micron Electronics;** 888-224-4152; [www.micronpc.com](http://www.micronpc.com); \$3,447  
**Versa 6230 (alternative) NEC Computer Systems Division;** 888-863-2669; [www.neccsd.com](http://www.neccsd.com); \$3,599



TransPort TREK

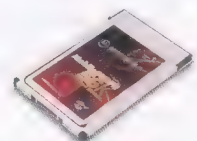
### THE BUDGET WATCHER

**Satellite 305CDS Toshiba;** 800-334-3445; [www.computers.toshiba.com](http://www.computers.toshiba.com); \$1,699  
**VisionBook Plus 5260 (alternative)**  
**Hitachi PC;** 800-555-6820; [www.hitachipc.com](http://www.hitachipc.com); \$1,599



Satellite 305CDS

**MobileSURFR 56K Motorola;** 800-426-6336; [www.mot.com/modems](http://www.mot.com/modems); \$99-\$129



MobileSURFR 56K

### THE JET-SETTER

**ThinkPad 560X IBM;** 800-426-2968; [www.pc.ibm.com](http://www.pc.ibm.com); \$4,300  
**LifeBook 656Tx (alternative)**  
**Fujitsu PC;** 888-466-8434; [www.fujitsupc.com](http://www.fujitsupc.com); \$3,900



ThinkPad 560X

**Presentation Audio System MediaPhile AV Technologies;** 612-559-1019; [www.mediaphile.com](http://www.mediaphile.com); \$99  
**LapTalk Speakers (alternative)**  
**New Media;** 800-CARDS-4-U; [www.newmedia.com](http://www.newmedia.com); \$199



Presentation Audio System

**DeskJet 340 Hewlett-Packard;** 800-243-9812; [www.hp.com](http://www.hp.com); \$299



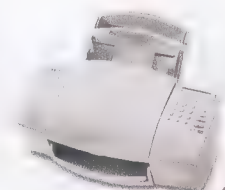
DeskJet 340

**9000i Communicator Nokia;** 888-665-4228; [www.nokia.com/americas](http://www.nokia.com/americas); \$899  
**Duette (alternative) Samsung;** 888-987-4357; [www.samsungtelecom.com](http://www.samsungtelecom.com); \$299



9000i Communicator

**OfficeJet 610 Hewlett-Packard;** 800-752-0900; [www.hp.com](http://www.hp.com); \$499  
**WorkCentre 450C (alternative)**  
**Xerox;** 800-275-9373; [www.xerox.com](http://www.xerox.com); \$399



OfficeJet 610



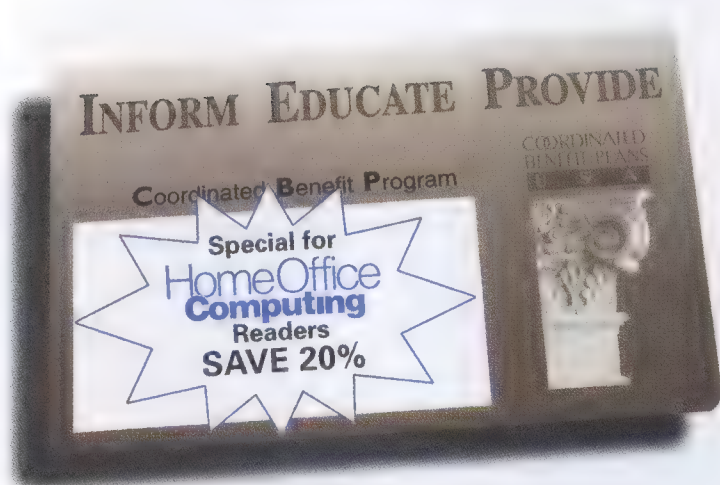
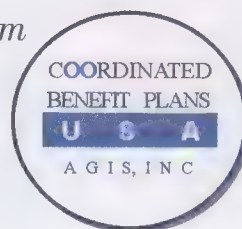
**save  
thousands  
of dollars on  
big business  
advice for home office  
professionals**

*A Special Offer for*

**HomeOffice  
Computing**

*Users*

*Unlimited Access to Expert Advice From*



**only \$30.00/mo.**

A \$37.50/mo. value.

*Initial Billing is 3 months, then \$30.00/mo.*

**This Offer Includes:**

**Legal/Consumer Advisory Center:** Unlimited free calls to one of our 15,000 lawyers nationwide to answer any question. Legal representation by an attorney in your area at a 25% reduction to their normal hourly fee.

**Financial/Tax/Insurance Advice:** Unlimited free calls to two of the top international accounting firms and to a member only Benefit Services Panel. Discuss strategic financial planning, tax and budget issues.

**Plus...** A new cost-free benefit that will change the way you look at life insurance for you and your employees. A benefit called a "Viatical Settlement" enables individuals facing a chronic or life threatening illness, such as cancer or Alzheimer's, to sell their life insurance policy. This money is **free** of federal income taxes in most cases.

**CALL 1-888-622-2445**

**REF#1045CURT**

© 1995 AGIS, Inc. All rights reserved. AGIS, Inc. is a registered trademark of AGIS, Inc. All other trademarks are the property of their respective owners. AGIS, Inc. is not responsible for the content of any website linked to this advertisement.



BY PATRICIA M. CAREY

# Sticking It Out

*Goodbye city life.* From the Burbs to the boondocks, technology lets you work in greener pastures

THREE YEARS AGO, STACY WILLIAMS WAS LIVING IN A San Francisco suburb, doing public relations for Silicon Valley companies. Then she decided to live out a dream: spend a season as a fly-fishing guide on Utah's Green River. The season came and went, but Williams didn't. Today, she churns out press releases and research reports from her home near Dutch John, Utah (pop. 230). Out her back door, she sees moose, elk, and even an occasional mountain lion. And she's earning more than she did in California. Best of all,



OH, OLIVER! Life in the sticks has changed since *Green Acres*.

"In literally two minutes, I can be in the middle of some of the most pristine forest in the United States," says 36-year-old Williams.

If Williams's story makes you want to head for the hills, you won't be on the road alone. PC-packing city slickers are flocking to set up home offices in the middle of what used to be called nowhere. Some 1.8

million people moved into rural areas between 1990 and 1996, a startling contrast to the 1.4 million who moved out during the entire 1980s, says Kenneth M. Johnson, a demographer at Chicago's Loyola University. A big factor in this migration, he says, is an improved communications infrastructure that minimizes the difference between urban and rural areas.

Contributing to the rural boom is the explosive growth of corporate telecommuting. Fifty-one percent of U.S. companies now permit at least some employees to telecommute, according to a survey released in December by the William Olsten Center for Workforce Strategies. And many forward-thinking employers tout their telecommuting programs to attract and retain employees.

"There are many professional people tucked away with five acres and a modem, making a very



# In The Sticks



ROAM WITH A VIEW Stacy Williams left Silicon Valley behind but keeps her public-relations business connected from bucolic Dutch John, Utah.



successful living," says Marilyn Ross, coauthor of *Country Bound! Trade Your Business Suit Blues for Blue Jean Dreams* (Upstart). "With technology, it's become a lot easier to prosper in paradise."

Still, there's more to rural living and working at home than admiring sun-drenched horizons abutting majestic mountain ranges. Many remote areas lag far behind the times when it comes to technology and connectivity needs, so you'd better be prepared to handle the consternations of country living. Some of the irritants include trying to find

phone lines that actually work when you need them; regional ISPs that don't understand your need-access-right-now mentality; feeling helpless when your PC crashes and the closest service center is three counties away; and securing equipment in a one-horse town. To help out, we talked to some city-slickers-turned-hayseeds who offer tips on how to avoid getting stuck in the middle of nowhere.

## GO THE (LONG) DISTANCE

For Stacy Williams, the biggest challenge has been finding reliable phone service. When she first moved to Dutch John, her phone would go dead as often as two or three times a week, sometimes for days at a time. Then there was the day she called the phone company to say she couldn't get a dial tone on her fax line. After a long pause on the line, the baffled operator finally said, "We ain't got nothing to do with the fax system."

The few other businesses in the area—mostly hotels and lodges—viewed the on-again-off-again phones as a minor and unavoidable inconvenience. Williams's high-tech clients were less tolerant: She lost a major media-relations account for a PC maker because reporters on deadline couldn't reach her. "Sometimes I'd have to drive 35 miles to Vernal to get to US West's phone system, just to call my clients and say, 'I can't do anything. My phones are out,'" she remembers.

Williams peppered the public utility commission with complaints and kept a log of service outages. She doesn't know exactly what changed, but today service interruptions are brief and rare. For backup, she purchased a Motorola cell phone and reduced her vulnerability to deadline disasters by changing her business focus from full-service public relations to writing and research.

Of course, most urban refugees don't flee quite as far as Williams did. Among rural areas, the fastest growth in the 1990s has been in rural counties adjacent to metropolitan areas, according to demographer Johnson. These not-so-remote locations provide rural charm, but still allow teleworkers to buzz into the city for a must-attend business meeting or a quick dose of the madding crowd.

Even so, living within shouting distance of an urban area doesn't mean your phone needs will be handled quickly and efficiently. Many remote locations lack the basic infrastructure for digital services: It took inexperienced phone technicians three months to get Suzanne Dowling's ISDN line up and running. In the meantime, the rural California-based Web technology editor, who telecommutes to 3Com in San Jose, spent a ridiculous amount of time downloading and uploading files with her analog connection. "ISDN saved my life," she says with a laugh.

## NET A GOOD PROVIDER

Like phone connections, finding a reasonably priced, reasonably reliable Internet connection is simple enough in a concrete jungle. But it can be a real circus when the trees start to outnumber the telephone poles.

Bradford Swift, 48, runs his life-guidance business, Life

## Are You Ready to Go Rural?

Technology is your business lifeline—no question about it—but what happens after the work whistle blows? Before you trade your co-op and commute for a home office in the country, ask yourself these five questions.

**1** Are you prepared to give up your anonymity? One of the joys of rural living is the heightened sense of community, points out Wanda Urbanska, coauthor of *Moving to a Small Town: A Guidebook for Moving From Urban to Rural America* (Fireside). But getting integrated into a community entails some loss of privacy. Be sure you feel comfortable with people knowing a lot about you and your business.

**2** Are you an elitist? One of the charms of country life is mixing with people of different socioeconomic backgrounds. If you prefer friends to mirror your tastes, educational level, and aspirations, stay in the city.

**3** Are you willing to get involved? Volunteerism is a big part of life in rural areas. "If you want to be accepted in a small town, you'll need to roll up your sleeves and go to work for the community," advises Urbanska.

**4** Are you prepared to be discreet? When you mouth off at someone in a small town, the ripple effects can be bigger than you know. Dollars to donuts, the object of your criticism is your next-door neighbor's cousin or the best friend of the town zoning officer. "The shelf life on your words is a lot longer in a small town," warns Urbanska.

**5** How will you earn your living? There aren't a lot of employers in rural America, so you'll probably need to bring or buy your own job. That may mean striking up a telecommuting deal with your current employer, buying a country inn, or freelancing your skills to a Web-based business.



on Purpose, from Flat Rock, N.C. He calls his hometown "the heart of the Blue Ridge Mountains," but it's not exactly a bustling metropolis. Swift, a longtime CompuServe customer, was forced to place a toll call to Greensboro, N.C., every time he wanted to check his e-mail. Worse, the high cost of connecting—about \$60 a month—kept him from spending much time on the Web. Eventually, a local Internet

## HELP YOURSELF TO SERVICE SOLUTIONS

Getting connected is the biggest technological hurdle you'll have to overcome, but it's not the only one. For instance, what happens when your computer freezes or you can't work out the bugs in your software? Urban and suburban regions are crowded with repair shops—and you may even have a gearhead neighbor who's willing to help you out in a pinch—

*When she first went rural,* Stacy Williams's phone would go dead two or three times a week, sometimes for days at a time.

service provider (ISP) opened shop in nearby Hendersonville, N.C. Swift signed up and started saving immediately, but he wasn't exactly thrilled with the quality.

"The first local ISP I signed with, AlphaTech On-Line, wasn't service oriented," he recalls. "I had to go down to its office to pick up the software and deal with some people that didn't know anything about technology. The fact that I use Macintosh computers made it even more difficult for them. Also, the connection speeds weren't always great."

Swift didn't sit still and take his lumps—he shopped around and found a better local provider, Blue Ridge Internet. Now he enjoys faster connections and better service—company reps actually drove out to his home office to hand-deliver the software.

Williams encountered a similar set of ISP problems. When she first moved to Dutch John, the closest America Online connection was in Provo, Utah, and she routinely racked up \$250 monthly fax-modem bills. During one of AOL's recent busy signal "bad spells," Williams changed to ATT's WorldNet service. She now uses a toll-free number to connect to the Web—WorldNet charges her a per-minute fee for this, but it's still cheaper than a toll call to Provo—and today her typical ISP bill is down in the \$100 range.

"It's one area where I still pay a huge premium for being rural," she says. An ISP recently opened shop in nearby Vernal, Utah, but Williams has heard some negative reviews.

"It would be great to save money, but everyone told me not to use that service because they have bandwidth limitations and as soon as the school day is over, the kids all get online and it's impossible to get a connection," Williams says. "I can't afford to wait around, because my clients want immediate responses and results. I might switch if I start hearing good things."

but try finding a 24-hour computer-service center in Divide, Colo., or Ocotillo, Calif.

Swift lived in Greensboro for 18 years before settling in Flat Rock, and knew its every nook and cranny. If his notebook acted up, he could buzz over to the local Apple dealership with his eyes closed and get whatever he needed. But when he moved to Flat Rock, computer glitches forced him to pack his equipment into the family car and drive back down to Greensboro so he could stand in line and wait for help. The downtime—sometimes as much as two weeks—was brutal.

Worse, Swift isn't exactly a computer expert. "I don't have any idea what goes on inside my computers," he laughs. "As far as I'm concerned, squirrels are in there making it go."

His solution to techno-isolation came about by accident.



MAN'S BEST FRIEND Maggie, an Australian sheepdog, keeps W. Bradford Smith company outside his home office in Flat Rock, N.C. But it's technology that keeps the life-guidance firm owner in business.



"A friend of mine who is also an Apple user introduced me to one of his friends, a guy in town who does computer consulting work on a regular basis," Swift says. "Recently, my laptop's hard drive crashed, and this guy was able to go into my system and diagnose the problem. He even helped me find a replacement hard drive for under \$100. He gave me

man operation, hosting and maintaining Web sites for 15 local businesses and organizations, including an opera company, a hospital, and numerous motels.

"In the city, I wouldn't have had a chance of getting the quality of clients I have here," he says. "No one knew me in the city. In a smaller place, you have repeat contacts. Peo-

## *You won't find listings* for "computer repair technicians" in rural phone books, so you'll have to learn how to network.

better service than the dealership."

This scenario underscores the importance of rural networking. Swift wouldn't have found a listing for Apple computer repair consultant in the Flat Rock Yellow Pages. Instead, going out of his way to make contacts in the community paid off for him.

Williams, too, has kept an eye out for a neighborhood computer guru, but that special someone doesn't seem to exist in her neck of the woods. Sometimes she calls her computer-industry friends in California for troubleshooting tips, but that's mostly a stopgap measure.

"I haven't found a good solution," she says. "I waste a lot of time trying to do things myself. I've gotten so desperate that I've even cracked open the case a few times, without much luck." The shoddy state of most manufacturers' tech-support services doesn't make her situation any better, and Williams readily admits that if something goes seriously wrong with one of her machines or applications, she's going to be up Green River without a paddle.

Thankfully, big companies like IBM and Digital Equipment Corp. now offer pay-per-call tech support, and Intel recently announced plans to launch its own multiapplication helpline. These premium support programs aren't cheap: IBM's ServicePac End User Support helpline ([www.ibm.com](http://www.ibm.com)) charges around \$149 for five calls and Intel ([www.intel.com](http://www.intel.com)) plans to offer a \$14.95 per month option or a \$5.95 basic plan, with an additional charge of \$19.95 per call. Still, it's a small price to pay if your idea of heaven is living and working in God's country.

### MAKE THE STORE COME TO YOU

Fixing your hardware and software is one thing; finding a retailer so you can purchase it in the first place is quite another. Rural work-at-home types know that few technology stores service the sticks. Business may boom, but you're not going to grow—or get much work done—without the right tools.

In his former life, Jerome Slote, 38, worked as a MIS manager for a paint company in industrial Mount Vernon, N.Y., and spent every other weekend camping in the Catskills with his girlfriend. But soon weekends weren't enough. In 1993, he found a tenant for his Queens co-op and moved upstate to Cooperstown, best known as the home of the Baseball Hall of Fame. Today, using rented server space, he's a one-

ple see you and know who you are. You have a chance to become a brand."

But you don't get much of a chance to shop for brand-name products at brand-name stores. Slote spent about \$10,000 to equip his office, which includes a USAFLEX Pentium 133 system with 128MB of RAM; three printers (an HP LaserJet 4P, an Epson Stylus Color 600, and a Costar Label Writer); a 3.1GB Western Digital Caviar Drive; a Compaq notebook; and a U.S. Robotics Sportster Voice fax modem. And no, he didn't purchase any of it at the Cooperstown Flea Market.

Instead, he picked up the phone. Mail-order services such as Tiger (800-888-4437), Damarck (800-328-3100), PC Connection (800-800-6821), and Mac Warehouse (800-696-1727) can outfit your home office no matter where you live. Web-based outlets, including BuyDirect.com ([www.buydirect.com](http://www.buydirect.com)), Cyberian Outpost ([www.cybout.com](http://www.cybout.com)), and Technology Net ([www.technologynet.com](http://www.technologynet.com)), are even easier to locate than the phone-order companies, and the prices are often better than what you get at the computer superstores.

"Mail order is a huge convenience," Slote says, "especially in a place like this. I can order just about anything and have it on my doorstep in 18 hours."

Web- and phone-based stores will happily take your order even if you live next door to a Staples, but backwoods buyers have come to expect a different level of service.

"In a rural area you get to know your FedEx guy and your UPS guy, and they take care of you," Slote says. "If I'm not around when they make the delivery, they put it somewhere safe, and I don't have to go to some distribution center to pick up my package."

### GET YOUR COMPANY TO PAY FOR EQUIPMENT

For Suzanne Dowling, equipping her home office couldn't have been easier. In 1996, searching for a better balance between work and life, Dowling decided to keep her job but to ditch urban San Jose for rural Aptos Hills, a small town near Santa Cruz. Telecommuting gives her time to walk on the beach, practice yoga, and take a class in investing. "I wanted to be doing more than just working," she says. "I wanted to be involved in my own personal growth."

Technology helps Dowling find that balance, and acquiring it didn't cost her an arm or a leg or even a toe. Her employer, 3Com, had a comprehensive telecommut-



ing program in place and volunteered to pay for her equipment. The high-tech company provided her with a notebook—a Toshiba 740 with a Pentium processor and 16MB of RAM—plus a docking station, a 17-inch Sony monitor, and a 3Com Impact IQ ISDN modem that she uses for remote access to a corporate network. In addition, 3Com also covers Dowling's monthly bills for ISDN service and phone messaging. She spent about \$1,500 of her own money to purchase an HP LaserJet 5 MP printer and a Brother IntelliFAX 710M, but only because she uses these devices outside of work.

Dowling was lucky, but what do you do if your employer doesn't have a program in place and isn't anxious to pop for the necessary technology?

Michael Dziak, president of Inteleworks in Snellville, Ga., and a spokesperson for the International Telework Association, says the best way to sway your employer is to put yourself in her shoes.

"Upper management has to see some business benefit to

telecommuting before it invests any money," Dziak says. Sell it on the greater concept first—by taking small steps and by doing a bang-up job on trial-basis telecommuting experiments. He suggests you always deliver more work than you promised, and make sure you finish your project ahead of schedule. And because your employer might think that you're taking it easy at home, make a point of being extremely available—return all calls and e-mails immediately. After you've proven your point, hit the company up for the equipment.

If it is still hesitant to spend additional money, show management ways to spend smart rather than spending more.

"You might want to go to the IS department and see if it is planning on replacing the old 486s in the office," he says. "Tell them that perhaps a percentage of these computers should be replaced with notebooks and docking stations." Encourage the powers that be to invest in mobility and make sure you're in line to get a road-friendly machine.

## STOP BEFORE YOU SMELL THE ROSES

So you're convinced now, right? You're already packing the bags, loading up the Laredo, and ready to stake a claim on some secluded spot? Temper your excitement, please. Going rural is a major commitment, and even if you have the best-equipped office in Moose Jaw, Saskatchewan, it may not be right for you.

Dowling, for instance, spends about one day a week at 3Com's Santa Clara headquarters, where the company provides a second docking station and monitor for her use. Even though her virtual editorial team includes people in Chicago, Salt Lake, and Phoenix, she still feels that face time at corporate is critical. "If I strictly telecommuted, I'd be at a disadvantage," she says. "It's not just the meetings. It's the serendipity factor: You meet people in the elevators, in the hallway, in the coffee room."

And paradise has its limits. After a while, many urban refugees find themselves pining for the sophistication and cultural diversity they left behind. Williams, who met and married another fly-fishing guide in Utah, misses good radio stations, year-round access to exotic cooking ingredients, and the companionship of other professional women. "There are incredibly nice women here, but none of them understands the pressures of working in Silicon Valley," she says wistfully.

For his part, Jerome Slote is so content in Cooperstown that he visits New York City only once a year. And he's never been sorry about making the move. But he does regret that his bustling business keeps him from the outdoor pursuits that lured him from the city in the first place. "I used to really go out of my way to be in a wilderness region," he says. "Now, from week to week, my life feels more suburban." ■

---

PATRICIA M. CAREY moved to a small town in Connecticut after living in Boston, San Francisco, Washington, D.C., Paris, and Munich. She depends heavily on the Internet and Starbucks's mail-order coffee program.

## Windows on the Rest of the World

The World Wide Web doesn't care whether you log on from midtown Manhattan or Glacier National Park. So if you're thinking about getting back to nature, keep these sites bookmarked and stay connected.

**www.nrtc.org** Devoted to providing Internet access and telecommunications to rural locales, the National Rural Telecommunications Cooperative provides information on legislative issues and technological advances, and includes links to regional providers.

**www.3M.com/meetings** This site offers information about 3M's videoconferencing system and other products designed to make remote conferencing more effective. It also includes advice and resources on how to make remote meetings more productive and successful.

**www.att.com/Telecommute\_America/** Telecommute America's site promotes telecommuting and rural telework arrangements, and includes survey results and numerous tips on working at home.

**www.aahbb.org** The American Association of Home-Based Businesses' site includes good advice on dealing with local zoning laws—always an issue in remote areas.

**www.hotsheet.com** Living in the middle of nowhere means you have to work a bit harder to stay in touch with the rest of the world. This links-only page can take you to the *Washington Post*, astrology.net, or EuropeOnline with a single mouse click.

—John Godfrey



# Cheap & Cheaper

**The best things online are free—or at least under \$25.**

**Check out these 21 home office bargains**

**O**K, SO MAYBE THERE'S NO SUCH THING AS A free lunch. But we'll happily buy our own sandwich, knowing that free fonts, technical support, e-mail, and a lot more are just a point and click away on the Web.

Using our favorite browsers and some elbow grease, we found 21 great bargains—from \$25 to free—in software, hardware, services, and accessories for your home office. (Due to the “here today, gone tomorrow” nature of the Web, prices and products are subject to change.) Want to sniff out your own savings? Check out the shopping sites listed in “Such a Deal!”

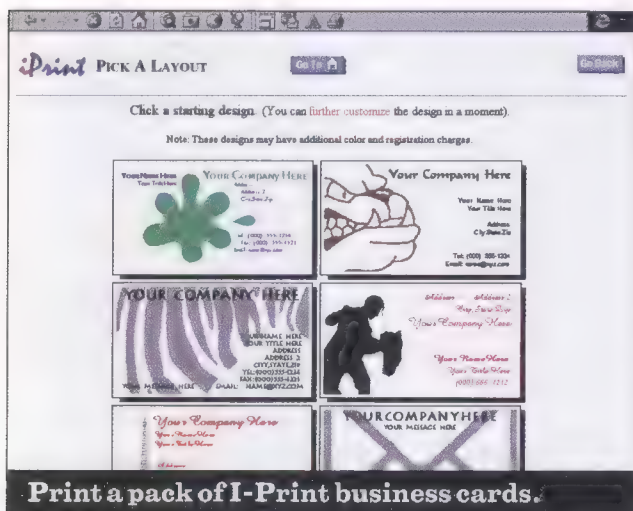
## Cheap: \$11 to \$25

- Just because your info's on CD doesn't mean it's indestructible. A few drops of the polishing compound in the **Wipe Out! CD Repair Kit** ([www.cdrepair.com](http://www.cdrepair.com)) for \$14.99 smooths the scratches from your CDs, CD-ROMs, and DVDs and makes them readable again.

- Not ruining those CDs in the first place would be even better than treating them like a *This Old House* project. With **CD Armor** ([www.digitalarmor.com/](http://www.digitalarmor.com/)), a \$20 sheath you







place over disks while you use them, your CDs will stay as safe as knights of old.

- Remember the days of old when people used pens to write? You still can, even if you're writing on a personal digital assistant (PDA) instead of a legal pad. The perennial penmaker Cross ([www.cross-pcg.com](http://www.cross-pcg.com)) offers the \$15 **DigitalWriter**, an elegant alternative to other implements for PDAs that can cost hundreds of dollars.

- If you're in debt, it may be a whole lot more than hundreds of dollars, so it's a good bet you can't afford professional advice. You'll be in our debt if you check out Insight Software Solutions' Debt Analyzer Home Page ([www.debtanalyzer.com/](http://www.debtanalyzer.com/)), where the Windows-based **Debt Analyzer** software lets you keep track of up to 50 outstanding bills, helps you produce payment schedules, and assists you in prioritizing those payments. The demo's free, but you might want to buy the software for \$25. Remember: There's no fate worse than debt.

- You won't forget the prices of memory at Surplus Direct ([www.surplusdirect.com](http://www.surplusdirect.com)), where an **8MB memory module** can run just \$24.99.

- While you're there (at [www.surplusdirect.com](http://www.surplusdirect.com)), check out a **Logitech Trackman Portable Trackball for Laptops** for only \$14.99.

- Next, why not pick up some business by using iPrint ([www.iprint.com](http://www.iprint.com)) to design your **business cards** online for as little as \$22.99 per thousand?

- The cards aren't stacked in your favor when you spend your whole day typing and mousing. ComfortPoint ([www.comfortpoint.com](http://www.comfortpoint.com)) offers support—literally—with its extensive line of \$24.95 **wrist supports** that come in zebra, leopard, and other funky patterns to suit your taste and mood.

## Cheaper: \$1 to \$10

- Is your **mousepad** getting, well, cheesy? VitaLink ([www.vitalinx.com/computer/](http://www.vitalinx.com/computer/)) offers new ones for \$1 a shot—cheaper than a regular box of popcorn at the movie *Mouse Hunt*.

- If you weren't at the movies, you were probably on the road with your notebook computer. If so, you'd better get a grip—before your notebook flies out of your hands and becomes another of the 7,000 damaged each week. For just \$8.95, you can attach a set of the black, gray, teal, purple, or magenta **Grip-It Strips** ([www.grip-it.com/](http://www.grip-it.com/)) to the top and bottom of your portable PC, making it easier to keep that investment from "slip-sliding away."

- Sliding CDs into your CD-recordable drive is an affordable proposition if you do it the Smart and Friendly way ([www.smartandfriendly.com](http://www.smartandfriendly.com)). With the company's rebate offer, you can purchase a **650MB CD-R disk** for \$1.99.

- How does paying less than \$10 for 200 sheets of top-quality letter-size **ink-jet paper** grab you? Stock up at Buy-Comp.com ([www.buycomp.com](http://www.buycomp.com)).

## Cheapest: Free

- Afraid of getting trapped in the Net? The **InterNIC 15 Minute Series** ([rs.internic.net/nic-support/15min/](http://rs.internic.net/nic-support/15min/)) guides you through the wilds of the Web with training materials from InterNIC (the folks who help register Internet domain names) and the Library and Information Technology Association. Available in HTML and Microsoft PowerPoint formats, the courses were designed to be "immediately usable."

- Usable is what most tech support services aren't: Either they're impossible to get hold of or the 30-minute-long

Take free tech support from No Wonder.



## online bargains

labyrinthine voice-mail system addresses every known problem but yours. For this you have to pay? No wonder there's a call for **No Wonder Computer Support** ([www.nowonder.com/](http://www.nowonder.com/)). Simply go to the site, send in a question about Windows, Macintosh, BeOS, Unix, OS2, or Web/HTML software, and you'll get an answer within 24 hours. You may even get a software update.

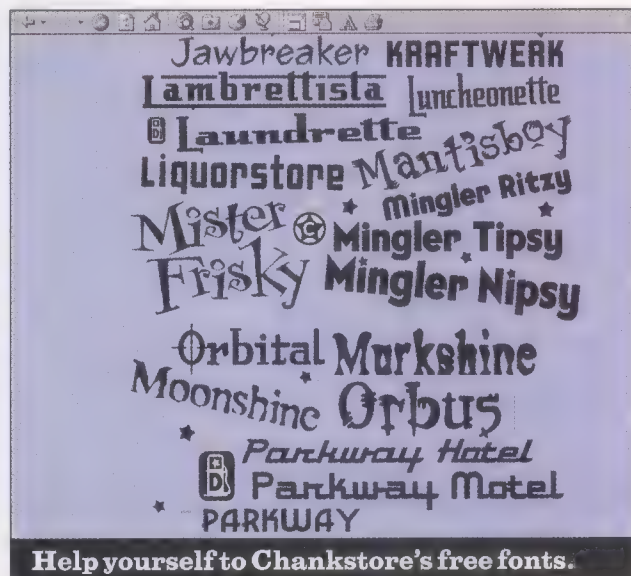
- You won't experience many problems if you have a **Hotmail account** ([www.hotmail.com/](http://www.hotmail.com/)), which you can access from any PC with a Net connection. You can even insert clickable hyperlinks to your favorite Web sites in your Hotmail messages, then shoot them out to your clients and coworkers.

- If you can't stand to wait between e-mails, now you can track all your colleagues anywhere and bug them anytime they're online, on any Internet service. **ICQ** ([www.mirabilis.com/](http://www.mirabilis.com/)) lets you chat with several people at once, and more easily than you could do it on the phone.

- Still can't bear to cut the cord? The free **telephone bill audit** ([members.aol.com/HollYnAndy/index.html](http://members.aol.com/HollYnAndy/index.html)) will take a hard look at your bill if you typically rack up monthly long-distance charges totaling \$150 or more (not including taxes).

- To charge up your Web site, check out **Chankstore Fonts** ([www.chank.com/](http://www.chank.com/)). The site maintains a free section, with typeface designs ranging from alphabet soup to Mexican wrestlers.

- Tired of wrestling with piles of paper? **CCH Business Owner's Toolkit** ([www.toolkit.cch.com/](http://www.toolkit.cch.com/)) stocks just about every business form you'll ever need—balance-sheet templates, loan applications, collection letters, privacy policies, long-distance call logs, you name it—for a song.



- If you store all those forms—and everything else—on your hard disk without backing them up, you won't have a ghost of a chance of recovering them if something goes wrong. But you would if you got the demo version of **Ghost** ([www.ghostsoft.com/frames.htm](http://www.ghostsoft.com/frames.htm)), a powerful disk-copying program that can slash the time it takes to install a typical 300MB Windows 95 system from 60 minutes to just five.

- Maybe your hard disk wouldn't be so fat in the first place if you downloaded the free test version of the **Clean Sweep Deluxe Trial** program from Quarterdeck ([www.qdeck.com/qdeck/products/CleanSwpDlx/](http://www.qdeck.com/qdeck/products/CleanSwpDlx/)). Put it to work on your PC and watch megabytes melt away. ■

*Our senior online forum leader CHARLES PAPPAS loves to surf and shop till he drops.*

## Such a Deal!

When the going gets tough, the tough go shopping—on the Web. **Computer ESP** ([oracle.uvision.com/](http://oracle.uvision.com/)) monitors price tags on almost one million items, allowing you to easily search for low-priced PCs, printers, paper, and much more.

More is what you get at **RoboShopper** ([www.roboshopper.com/](http://www.roboshopper.com/)), a software package you let loose not in the mall but on the Net to hunt through thousands of sites for the best prices on nearly anything.

Anything is possible at bargain sites

like **MicroWarehouse** ([www.microwarehouse.com/](http://www.microwarehouse.com/)) and **Insight** ([www.insight.com/cgi-bin/bp/web/gdirect.html](http://www.insight.com/cgi-bin/bp/web/gdirect.html)), where you might see a 200MHZ Pentium system



sell for \$900. If that's too much, a 133MHz Pentium PC was going at Insight's Online Auction ([www.insight.com:8080/cgi-bin/bp/1743800707/web/auction.html](http://www.insight.com:8080/cgi-bin/bp/1743800707/web/auction.html)) for just a \$450 bid.

You can bid for PCs and a lot more at **Onsale** ([www.onsale.com/](http://www.onsale.com/)) and **Auction Universe** ([www.auctionuniverse.com/](http://www.auctionuniverse.com/)). But if paying anything is paying too much, check out the aptly named **Free Site** ([www.thefreesite.com/](http://www.thefreesite.com/)), **Tripod** ([www.tripod.com/](http://www.tripod.com/)), and **Totally Free Stuff!!** ([adhere.on.ca/free/](http://adhere.on.ca/free/)).



Effective marketing is the most important small business issue today! Is your marketing producing the results you need?

## WARNING!

### **Don't You Dare Spend Another Dime Marketing Your Business Until You Read This FREE SPECIAL REPORT**

*You can pump up your sales in 30 days or less! Read my message and find out how.*

Kirkland, WA - My name is George Courlas and I have been a self-employed professional for the past 11 years. During that time I built several multi-million dollar businesses.

My three partners and I are consistently in the top 1% of income, not because we have learned more about business management, but because we have learned more about marketing than the other 99%.

#### **DO YOU WANT TO JOIN THE TOP 1%?**

Right now, I am willing to "show-n-tell" everything we've done, so you can copy my marketing system and use it to grow your own multi-million dollar business! I can give you this important information in a way that you can learn these secrets as quickly as possible.

The size of your marketing investment is up to you. You can start small and quickly build it up using your increased cash flow, just as I did!

How did I discover this marketing system? I researched the needs of all my clients during my many years of business consulting. Then I developed a profile of what I observed.

You know what? They all have one kind of problem. Can you guess what it is?

They all need a cost effective, efficient mechanism to identify interested prospects and consistently get more new clients, regardless of what type of business they're in! Initially we thought there would be many different needs for each type of business. But there weren't!

#### **NO MATTER WHAT BUSINESS YOU'RE IN!**

In the final analysis, our clients all needed direct-response, lead-generation, multi-step sales processes. This applied to all types of clients. We believe it applies to your business too!

There are common symptoms, no question about it! No matter what business you're in:

- Traditional Advertising has a hit rate as about as good as the lottery!
- Cold Calling doesn't work; it's a waste of time and money!
- Card Decks produce spotty results, if any!
- Yellow Pages Ads group you with your competitors. You don't stand out!
- Dealing with non-interested, low quality prospects costs lots of money, takes lots of time and doesn't produce results!

#### **LEARN HOW TO GET A CONSTANT STREAM OF CUSTOMERS ALL CALLING YOU!**

There is a common solution. The solution consists of methods that can be used time and again to efficiently and cost effectively produce predictable, verifiable, dependable results!

By results I mean large quantities of new, interested, qualified leads and satisfied customers who have ALL called you!

#### **FREE SPECIAL REPORT REVEALS**

#### **LITTLE KNOWN MARKETING SECRETS**

This report reveals a little known response-oriented marketing strategy that gets your phone ringing almost the instant you use it.

You can receive my 30 page free SPECIAL REPORT - "Insider Secrets of Building a Multi-Million Dollar Business!" It reveals how to effectively market so that new clients seek you out, calling you every single day like clockwork.

My free SPECIAL REPORT gives you the details. To get your personal copy, call my FREE RECORDED MESSAGE now!

It's quick and easy!

**Call Our FREE RECORDED MESSAGE at 1-888-214-1401, 24 hours to get your FREE SPECIAL REPORT**

# The truth is out there.

**"With Corpsite as my web host, all of my X-files have been solved."**

**Corpsite unlocks the mystery of hosting services by providing flexible options and exceptional customer service.**

- 50MB server storage
- No bandwidth charges
- Free business email
- Microsoft FrontPage 98 support
- 24 hour access and live support
- Cold Fusion
- Free website statistics
- Private CGI-BIN
- MS SQL server and ODBC connectivity
- Secure server for e-commerce
- Windows NT and Unix servers
- Multiple redundant high speed connections
- Server co-location with custom hardware and software
- Shopping cart services/Exclusive FrontPage 98 shopping cart

**Call Today to Set Up Your Account and Don't Forget To Ask About Our Reseller Program... Best on the Web!**

starting at  
**\$15<sup>95</sup>**

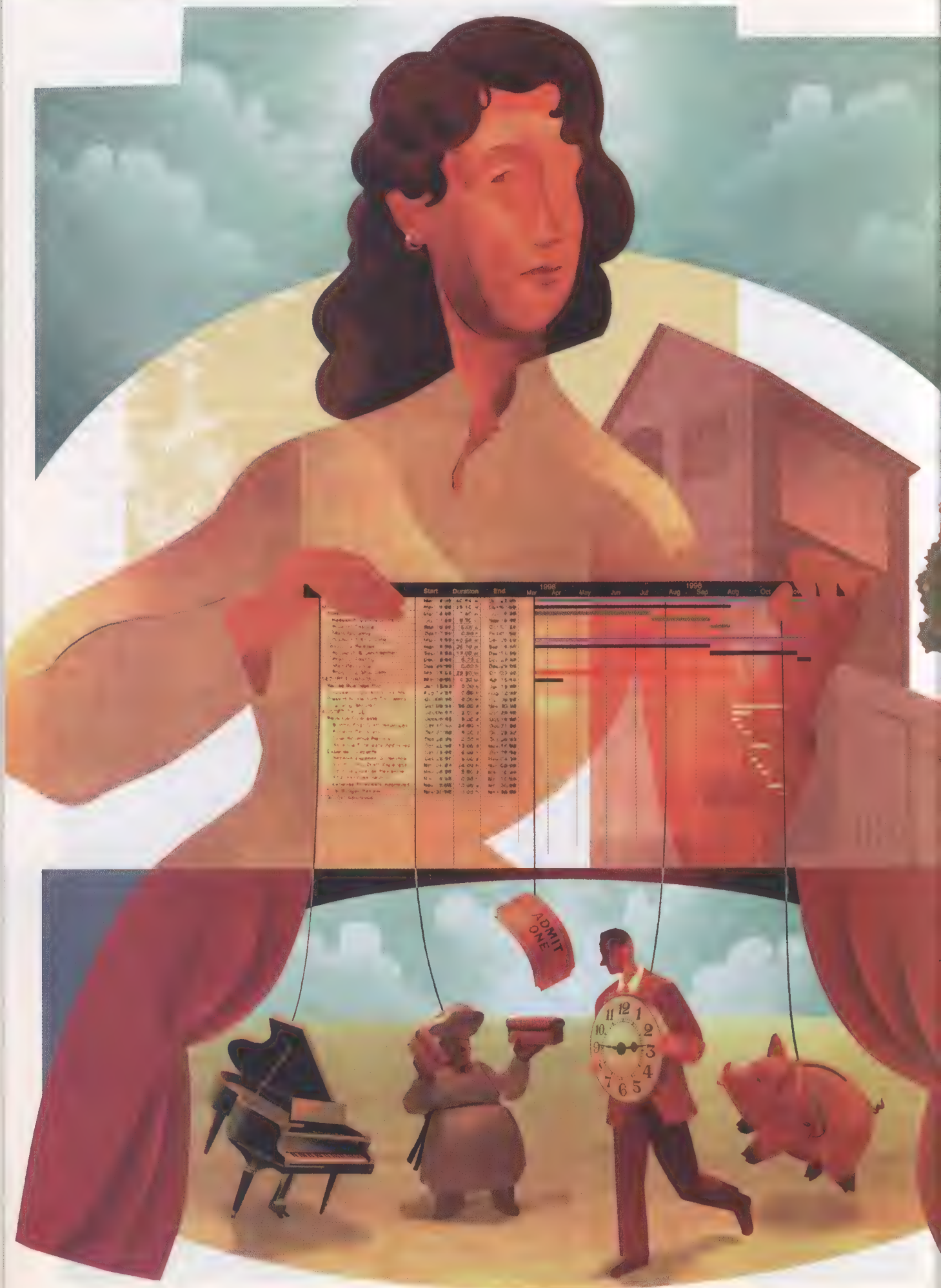
## CORPSITE

**1-888-317-CORP**

**www.corpsite.com**

Easy payment options: VISA, MC, AMEX







Staring down a deadline?

Here's how software

makes it easy to manage

events big and small

# Project Yourself

BY  
JOANNE  
CLEAVER

**M**ARIE RAKOS, ADMINISTRATIVE MANAGER of the National Capital Suzuki School of Music, Ottawa, Ontario, has handled her share of projects. But this one looks like a doozy: With a curtain call just eight months away, she must organize a benefit concert to celebrate the school's 10th anniversary.

Rakos loves a challenge, but the thought of shepherding this project from idea to reality makes her head spin. Putting together the event will involve the concerted efforts of more than 200 children, several musical and technical directors, and a handful of parent volunteers. And because she does most of her job from her suburban Ottawa home office (she spends only a few hours a week at the actual

school), Rakos realizes that coordinating the scattered cast of characters will be a huge feat in itself.

Looking for advice, Rakos turns to John Rakos, her husband of 26 years and—as luck would have it—a project management consultant. John's recommendation: Enlist the help of project management software.

Project management software has been around for years, but was used mainly for enormous undertakings, such as building skyscrapers and nuclear submarines. Only recently have software companies unveiled project management packages intended for smaller projects (see "Get With the Program"). In John Rakos's opinion, projects with fewer than 25 elements can



# project management

probably be organized on paper; those with 25 or more separate components benefit from the steadying touch of management software. Although the software won't do your thinking for you, it will help you map out all the elements of a project, stay on track, and respond quickly to glitches. In addition, it will keep all the team members on the same page—literally.

Besides being relatively easy to use, says John, another advantage to using project management software is that it lets you coordinate the activities of all participants via e-mail updates, instead of wasting time trying to catch people on the phone. Armed with a 120MHz Pentium PC, a NEC Silent Writer laser printer, a US Robotics 33.6 fax/modem, and a Canon 270 fax machine, Marie takes her husband's advice, buys a copy of Microsoft Project 98, and goes to work. Will the concert come off without a hitch? Here's a play-by-play.

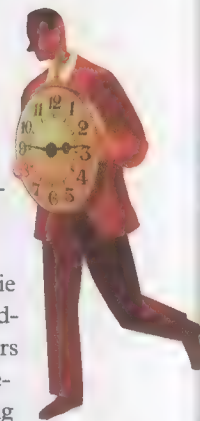


## Eight Months to Go: Breaking It All Down

After she books a concert and banquet hall that the school had used in the past, Marie sits down in front of Project 98 and prepares a to-do list. "One

of the first things we teach people about project management in general is how to organize activities into smaller pieces, and those pieces into smaller pieces," says John. Project management novices can benefit just by seeing how project software breaks down tasks, he notes.

Also, at her husband's suggestion, Marie remembers to make sufficient room in the schedule for the upcoming holidays. Project managers often overlook vacations, holidays, and other predictable complications in the real world, creating unrealistic expectations about the completion date. Plugging in known scheduling complications to begin with will save you from having to make deadline adjustments down the road.



## Six Months to Go: Rallying the Troops

With the holidays over and everyone fully recovered, Marie forms an organizing committee. After parceling out major tasks at the first meeting, she sets out the major headings in Project 98. First, she opens headings for each task: general coordination (her job), publicity, program, and program notes. She then

## GET WITH THE PROGRAM

Microsoft Project 98 is certainly popular, but it's not the only project management software on the shelves. Here's a rundown of other programs that might meet your needs.

**FASTTRACK SCHEDULE 5.02** Includes Gantt and PERT formats, as well as customizable calculation fields. Collaboration feature allows multiple users to work over the Internet or a LAN. Supports Microsoft Visual Basic and includes the ability to export files to JPEG, GIF, TIFF, or HTML formats.

**SYSTEM REQUIREMENTS:** Win 95/3.1/NT4.0 (Mac version also available), 386MHz or faster processor, 6MB RAM, 25MB hard-disk space, CD-ROM drive. *AEC Software, 703-450-1980, 800-346-9413, www.aecsoft.com; \$199*

**MILESTONES ETC. 5.0** Geared to large companies, but also works for small projects. Includes Gantt and PERT formats, flexible chartsizing, and customizable toolboxes.

**SYSTEM REQUIREMENTS:** Win 95/NT, 486MHz or faster processor, 8MB RAM,

20MB hard-disk space, CD-ROM drive. *Kidasa Software, 800-765-0167, www.kidasa.com, \$199 (Milestones Simplicity 1.0, a light version of Milestones Etc., is available for \$79)*

**ON TARGET 2.0** Displays data in Gantt or PERT formats. Customizable task bars for different project sizes and durations. Includes links to Franklin Covey's Ascend 97 PIM software.

**SYSTEM REQUIREMENTS:** Win95/3.1/NT (Mac version also available), 486MHz or faster processor, 6MB RAM, 20MB hard-disk space, CD-ROM drive. *Franklin Covey Co., 800-877-1814, www.franklincovey.com; \$99*

**PROJECT KICKSTART** Includes Gantt and PERT formats, and a template to build business plans for use in presentations. HTML editor for posting projects, on an Intranet, and hot links to Word, Excel, and other project management programs.

**SYSTEM REQUIREMENTS:** Win 95/3.1/NT, 386MHz or faster processor, 4MB RAM, 2.2MB hard-disk space, CD-ROM drive. *Experience in Software,*

*510-644-0694, 800-678-7008, www.projectkickstart.com; \$99*

**PROJECT 98** Includes Gantt and PERT formats, and customizable templates that let you split tasks between two people or two days; autocorrects misspellings and typos. Compatible with MS Visual Basic and includes hot links to MS Office and several tutorials.

**SYSTEM REQUIREMENTS:** Win 95/3.1, 486MHz or faster processor, 12MB RAM, 20 to 40MB hard-disk space, CD-ROM drive. *Microsoft, 800-426-9400, www.microsoft.com; \$499*

**TURBO PROJECT** Includes more than 30 preformatted reports, including Gantt, Network, and Resource Profile. Features drag-and-drop scheduling, resource and expense tracking. Compatible with Microsoft Project 98.

**SYSTEM REQUIREMENTS:** Win 3.1 or higher, 386MHz or faster processor, 8MB RAM, 30MB hard-disk space, CD-ROM drive. A groupware solution (TurboProject Pro v2) is also available for \$295.95. *IMSI, 800-833-8082, www.imsisoft.com; \$99*



assigns the tasks to resources, which consist of two music directors, a technical coordinator, a faculty liaison, a fund raiser, and a hospitality coordinator.

Next, Marie notes major relationships among the tasks. Some people can't do their jobs until others have completed theirs. One major complication in the concert, for example, is a piece that has 80 children individually playing four bars of the same piece, in succession, without missing a beat. The technical coordinator needs the music director to tell him the children's playing order before he can figure out how to get them on and off the stage. Marie sets up these dependencies in Project 98 and prints out a schedule for each resource showing who needs to do what, and when.

Saralee Newell, who along with her husband, Michael, runs Project & Systems Management Consulting Services in Slidell, La., says that the physical process of plugging the elements of a project into project management software is beneficial in itself. "Most people manage projects by the seats of their pants," she says. "Once you sit down and figure out what you have to do first, and what activities have to be completed first [in order for other tasks to be started], then the software calculates the schedule for you."

With the workload divvied up and everyone's schedule established, Marie sets up a series of regular meetings leading up to the concert.

### Four Months to Go: Filling in the Gaps

Marie and the director decide on ticket prices of \$10 for adults and \$7 for children. Assuming 300 paying attendees, this gives them enough money to pay for the facility rental, food, and ancillary expenses.

Once the budget is established, however, Marie hits a snag: The hospitality volunteer accepts a full-time job and resigns from her position, which calls for a quick bit of damage control. Marie eliminates the hospitality title from the project team and uses Project 98 to redistribute the hospitality tasks among the other members. Before she resigned, the hospitality volunteer had gathered price quotes from several suppliers. Because Project 98 can also track costs, Marie enters the financial data to ensure that the expenses stay within the allotted budget.

### Three Months to Go: Keeping Everyone on Track

Research for the program notes and public relations efforts takes six weeks—two weeks longer than anticipated. Marie realizes that this puts the publicity chair behind schedule. The press releases are supposed to go out a month before the concert, but now the publicity chair has to play catch-up with writing the releases, gathering the names of media contacts, and producing and mailing the pieces. The musical director and teachers, however, are on target. They deliver to the technical coordinator all the details he needs to choreograph the children's entering and exiting the stage during the production.

Marie plugs the changes into Project 98 and prints updated time lines for the committee. "They like seeing themselves and

their designated lines on the paper," she says. "It shows them the impact of their actions, or lack thereof, on the others. They realize that 'if I don't do this job, then you can't do yours.'" As chairman, "It helps to realize the degree to which I have to push," she adds. "It helps with the accountability."

Newell points out that home-based professionals who are coordinating the input of a constellation of freelancers, sup-

**"Project management software helps the project participants realize the impact of their actions, or lack thereof," says Marie Rakos.**

pliers, and clients can keep everyone involved updated through regular e-mails or even by posting the project schedule on an Internet site and keeping it current.

### One Month to Go: Spreading the Word

With not a moment to spare, the media releases for the concert just make the deadlines for the local papers. Once that's done, the committee sends out fliers to parents reminding them to buy tickets and reserve seats. Now it's time for a game of wait and see, with all involved nervously crossing their fingers that the event will garner enough interest—and ticket sales—to cover the project's fixed costs.

### The Big Day: Drumroll, Please!

To everyone's relief, the day of the concert is sunny and warm. Two hundred children converge on the concert hall at 9 a.m. for the dress rehearsal. Afterward, a platoon of parents herds them through a picnic lunch.

The concert itself is smooth sailing—even the complicated 80-performer progressive piece. The highlight for Marie comes when every ticket is sold and every bill paid: She can report that the concert was actually \$100 under budget.

### Play It Again

When all is said and done, did Marie benefit by using Project 98? The software certainly saved her time—at least a day's worth of work each time she needed to remap logistics and generate customized reports for committee members, she says. And by getting early warnings of complications, Marie was able to make alternative plans quickly, avoiding expensive last-minute substitutions and overtime pay.

But the most important advantage to using the software was that it gave the project its own voice. "It helps with the cohesion of the group," Marie says. "Project 98 helps them realize that there are implications [to others] of what you do, and that a team is a team." ■

JOANNE CLEAVER uses project management techniques similar to the ones described in this story to chart her own freelance writing career.



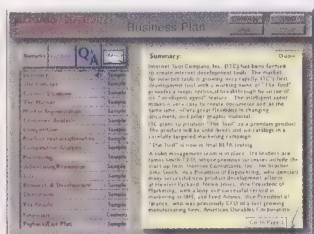


# You don't need lots of money to build a million-dollar business ...

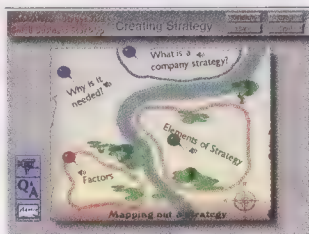
Bob Adams started Adams Media Corporation, a \$10 million book and software publisher, in his basement with just \$2,000. Adams has found that money and experience play only a small role in determining business success. What is much more important is following a "streetwise" approach in developing, and continually reevaluating, such crucial areas as strategy, planning, and marketing. Adams shares all his secrets in this multimedia rich CD-ROM, taking you step by step through hundreds of the key decisions you need to make to ensure your own business success.

Experienced business people and novices alike will find this CD-ROM highly profitable even if they are seeking to improve just one aspect of their business.

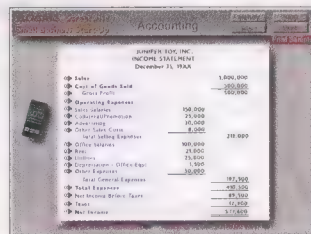
Over 750 multimedia clips and 100 forms and templates including ...



**Business Plans:** Use the handy template and follow step-by-step guidance to create an impressive business plan. Review samples of both marketing and business plans. Learn what lenders, as well as potential investors, look for.



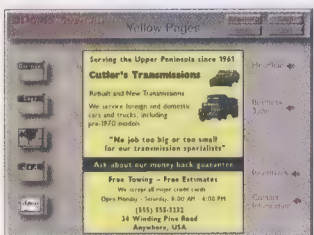
**Strategies:** Even a one-person firm needs a strategy to ensure success! Evaluate the market, customer needs, the competition, and your strengths and weaknesses to develop a powerful strategy.



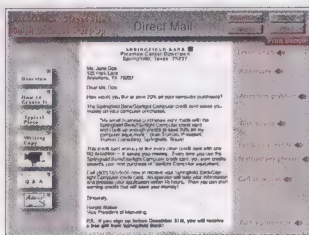
**Financial Statements:** Creating income statements and balance sheets and projecting cash flow has never been easier! Simply enter your information in the handy templates. Multimedia workshops show how to collect bills, extend credit, and more!



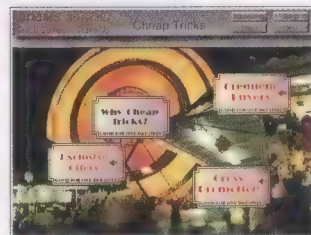
**Inside Advice:** You'll see and hear actual successful small business people relating their experiences. Years of experience are yours at the click of a mouse!



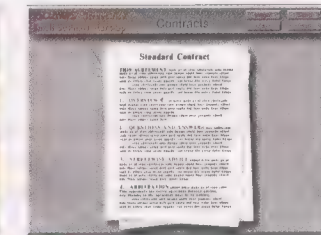
**Advertising:** Learn what ad media is best for your business. Discover how to write powerful newspaper, magazine, and yellow pages ads. Avoid the ten most common advertising mistakes of small business owners.



**Direct Mail:** Often considered the most powerful, but least understood, advertising alternative, direct mail should be used by almost every business. Discover how easy it can be to create an effective direct mail package for you!



**Cheap Marketing Tricks:** Often the most effective promotions are the cheapest! Learn about the array of cheap marketing alternatives that can send your sales soaring!



**Legal:** Dozens of important legal forms are ready-to-use. Learn the ins and outs of partnerships, incorporating, trademarks, copyrights, contracts, and more.

**Windows Sources** says "Forget about pursuing an MBA; all you need to become an entrepreneur is Adams Streetwise Small Business Start-Up."

**PC Computing** trumpets "If you're trying to find that intangible edge to make your business work, look to Adams Streetwise Small Business Start-Up for some useful advice. Verdict: Sound business advice for the price of lunch."

**PC Solutions'** Scott A. May says of Small Business Start-Up, "Packed with sound advice from seasoned entrepreneurs, the program is a must-have for anyone either currently involved in a small business enterprise or simply contemplating the move to self-employment."

Check out these Adams Streetwise titles:



Not all titles available at all stores.

Available at:

COMPUTER CITY  
COMPUSA  
THE COMPUTER SUPERSTORE



EGGHEAD

Also at selected Office Depot, Staples and other fine retailers.

© 1997, Adams Media Corporation

**Save \$10<sup>00</sup>**

Act today! Offer expires 6/30/98

Return this coupon, along with your original sales receipt and Product Registration Card to:  
Adams Media Corporation, 260 Center St.,  
Holbrook, MA 02343, Attn.: Rebates  
1 (800) 872-5627

GOOD TOWARD ANY ADAMS STREETWISE CD-ROM

This mail-in offer is not for redemption at the store where purchased and may not be combined with any other offer, including instant in-store rebates. Offer void where prohibited, taxed, or otherwise restricted. Not good for purchases prior to 11/1/97. Allow four to six weeks for delivery.



hardware buyer's guide

# ultralight notebooks

We take five featherweight portables on a test drive to find out if smaller is better

**T**RYING TO TAKE YOUR show on the road can be a backbreaking proposition at best with today's all-in-one notebook PCs. Sure, your portable may look compact and petite in your home office, but just watch it turn into a monster when you try and take it out for a spin. Thanks to its generous screen, built-in CD-ROM drive, and big battery, your first stop will probably be to your chiropractor. Fortunately, there are powerful alternatives to these back breakers. For this review, we found five speedy portables that weigh less than five pounds each without their power supplies and other

accessories. Now, when you say you're carrying a heavy workload, you won't be speaking literally.

Having toted more than our fair share of portly portables, we decided that anything over five pounds is too much. So we drew the line at 4.5 pounds. The entrants—Fujitsu's LifeBook 656Tx, Hitachi's VisionBook Traveler, IBM's ThinkPad 560X, Mitsubishi's Amity CN, and Toshiba's Libretto 70CT—all pack Pentium processors, 1GB-or-larger hard disks, and at least 16MB of RAM, so they should have no trouble running your favorite software.

To separate the winners from the washouts, we put each portable through hands-on testing in real-world situations. We checked the screens for visibility in a variety of lighting conditions; we typed a full-page memo to gauge keyboard comfort; and we awarded points for built-in communications capabilities, because everyone needs to surf the Web and use e-mail while on the move. Speaking of which, we're sad to report that all but one of the units (the LifeBook 656Tx) lacked a modem. We subtracted a half star from each offender.

But just how small and light can a portable PC get before it loses its practicality? Screens and keyboards can shrink only so much before they become uncomfortable to use, as we discovered with the Amity, Libretto, and VisionBook—portables that fall into the new category of "mini-notebook." There's no question that these ultralight, ultracompact portables are ultracool, but they may not be your best choice if you need to be ultraproductive. With squint-inducing displays



**SLICE OF LIFE** The thin-crust LifeBook 656Tx has all the bells and whistles for on-the-go computing.

HOME OFFICE COMPUTING

BY RICK BROIDA

## CHEAT SHEET

### THIS MONTH:

Fujitsu LifeBook 656Tx **BEST BUY**  
\$2,800

★★★ 1/2 READER SERVICE 121

Hitachi VisionBook Traveler  
\$2,500

★★ READER SERVICE 122

IBM ThinkPad 560X  
\$3,600

★★★ READER SERVICE 123

Mitsubishi Amity CN  
\$1,995 (list)

★★ READER SERVICE 124

Toshiba Libretto 70CT  
\$2,000

★ 1/2 READER SERVICE 125

### IN BRIEF

The choices are clear: Although the three mini-notebooks we tested are admirably light and compact, they're too limited and uncomfortable for the rigors of business computing. A much better solution is Fujitsu's versatile, affordable LifeBook 656Tx, which sacrifices nothing for its slim physique. If you feel the need for speed, consider IBM's "rocket-power" ThinkPad 560X. These lightweights will keep your shoulders happy and your productivity high.

## RATINGS

Our one-to-four-star ratings are based on performance, features, setup, ease of use, availability, warranty, support, documentation, and price. When a product tests well and is exceptionally priced, we award it a Best Buy designation.

EXCELLENT ★★★★★  
GOOD ★★★★  
FAIR ★★★  
POOR ★



## CHEAT SHEET

### ULTRALIGHT NOTEBOOK GLOSSARY

**Active-matrix LCD screen technology** This provides a bright, even picture that's suitable for viewing animation.

**Docking station** An external accessory that duplicates a notebook's expansion ports and/or adds additional ports.

**IR port** A built-in transmitter that lets you wirelessly exchange data with an IR-equipped PC or printer.

**Mini-notebook** A Windows 95 notebook with a smaller-than-average screen and keyboard.

**PC Card slot** A slot that holds credit-card-size expansion devices such as modems, networking adapters, and hard drives.

### ASK ABOUT THE EXTRAS

When buying any notebook, small or large, investigate these options:

**PC Card modem** If it doesn't come with an internal modem, you'll probably want to add one. PC Card modems range in price from \$100 to \$200, depending on speed and added features.

**Extra battery** However long you go between battery charges, it's not long enough. Buy extra batteries and keep them charged, for those times when an AC outlet is nowhere to be found.

**Larger hard disk** Always opt for the largest hard disk the manufacturer offers. You'll fill up the space eventually and notebooks rarely let you add a second hard disk.

### YOUR PERSONAL SHOPPER

Buying a mini-notebook has never been more tempting, but these anorexic computers may leave you with aching fingers and a bad taste in your mouth (as well as a much lighter wallet). If you need something portable, consider a Windows CE device. They are as small as—if not smaller than—mini-notebooks; contain CE editions of Word, Excel, and other Office applications; and most notably, they cost a fraction of the price. But if you're hell-bent on having a mini-notebook, make certain to try one out before you buy.

—DARREN GLADSTONE,  
ASSISTANT REVIEWS EDITOR

## ultralight notebooks

and Chiclet-size keys roughly 25 percent smaller than normal, these minis seem more like PDAs than complete notebooks. Unfortunately, they're *priced* like complete notebooks.

Even more troubling, these notebooks stumble when it comes to software installation. Though all three models come with external floppy drives, much of today's software comes on CD-ROM. Unless you own disk-based versions of your office suite, contact manager, finance software, and other favorite applications, you're facing a definite dilemma.

Mini-notebooks do have merits, but are they better choices than their slightly bigger and heavier cousins? It all depends on whether you want to turn heads or turn a profit.

**BEST BUY**

### Fujitsu LifeBook 656Tx

★★★½

If your idea of the ultimate portable is one with a full-size keyboard, a bright and spacious screen, a built-in modem, and a briefcase-friendly profile, Fujitsu's LifeBook 656Tx will knock your socks off. It's the most comfortable, versatile, and affordable notebook we tested. This came as a pleasant surprise after Fujitsu's bloated LifeBook 585Tx disappointed us in the April issue (New & Noteworthy, page 36).

The unit weighs a mere 4.4 pounds and measures just over an inch high, yet packs a 150MHz Pentium MMX processor, 16MB of RAM, and a 2GB hard disk. The latter is a bit small for

today's space-hungry applications and data, but the CPU delivers enough horsepower to handle almost any software. Of course, many travelers covet comfort over performance. Case in point: How comfortable were you the last time you tried to use your computer while flying coach with the seat-back tray-table down? This is where the LifeBook shines. Its brilliant 12.1-inch active-matrix screen ranks among the best notebook displays we've seen, and its full-size keyboard is surprisingly comfortable for such a slim portable. Only the touch pad pointing device disappoints—it's smaller than average and often imprecise.

The LifeBook offers three unique levels of portability. If you want to keep your travel weight to a minimum, bring the notebook alone. If you're taking an extralong trip, toss the included external clip-on battery into your carry-on. It connects to the underside of the notebook, brings the total battery life up to about three hours, and raises the rear of the unit to create a more comfortable typing angle. But it also adds an extra pound to your travel weight.

Whether you plan to set up shop at your destination or set up base camp in a spare bedroom, you'll need to bring along the included docking station, which weighs an additional three pounds. It replicates the LifeBook's built-in parallel, serial, VGA, and PS/2 ports, and adds a joystick port, a second PS/2 port (so you can connect an external keyboard and mouse simultaneously), and two speak-

ers (the LifeBook itself has only one). More importantly, the docking station supplies a floppy drive and a 16x CD-ROM. If you need a floppy drive while you're on the road but don't want to tote the dock, Fujitsu sells a seven-ounce external drive for \$99.

With its built-in 33.6 Kbps fax/modem, the LifeBook is primed and ready for communications. Should you wish to install a faster modem or a networking card, the LifeBook sports two Type II PC Card slots—one on either side. Fujitsu's excellent warranty covers the unit for three years and includes toll-free, 24-hour phone support.

The complete LifeBook package delivers all the functionality of other notebooks but lets you decide how much of it you wish to carry. With the exception of its mediocre touch pad (a definite drawback), the LifeBook 656Tx is the best choice for users seeking maximum versatility and minimum bulk.

### Hitachi VisionBook Traveler

★★

Of the three mini-notebooks in our roundup, Hitachi's VisionBook Traveler boasts the largest screen, the fastest processor, and the most RAM. It also has the highest price tag, the biggest footprint, and the smallest hard disk. Do the pros outweigh the cons? Unfortunately, not quite.

At first glance, the Traveler impresses with its 8.4-inch active-matrix screen, which, although not particularly bright, offers a



larger workspace than the Amity or Libretto. And with its 133MHz Pentium MMX processor and 24MB of RAM, the Traveler is well equipped to handle mainstream business applications—just not very many of them. The 1GB hard disk arrives 25 percent full, meaning you have precious little space for adding software and data. Once you've installed your office suite, contact manager, and finance program, you won't have room for much else.

Of course, you may not want to use this notebook for any serious work. Although its eraserhead-style pointing stick provides excellent cursor control, its

keys are far too narrow for comfortable touch-typing. Even users with small fingers will find the keyboard cramped and cumbersome. While typing our sample document, we frequently had to correct errors that resulted from accidentally striking the wrong keys. We suspect you won't enjoy pecking out anything longer than a memo.

The design of the notebook, however, shows some bright ideas. The Traveler is unique in that it has three PC Card slots, so you can install a modem and two additional Type II devices (or one Type III device). This admirable level of expandability complements



**SO CLOSE AND YET...** With a larger hard disk, better keyboard, and a modem, the VisionBook Traveler could have been a contender.

the Traveler's standard array of expansion ports, which include a special jack for the external floppy drive. Unfortunately, that

jack is inexplicably located in the front, making it difficult to place the drive in a convenient spot.

You'll need to use the

## The Skinny on Ultra-Ultralight Notebooks

With any luck, it won't be long before all notebooks weigh less than five pounds. Judging from the numerous new models due by the end of this year, notebook manufacturers are waking up to the fact that users want thin, lightweight portables that don't compromise comfort or functionality. Here's a look at what's coming.

Unfortunately, Toshiba's Libretto 100CT was not ready for press time. The new Libretto sports a 166MHz MMX processor, 32MB of RAM, and a 2GB hard disk, but most notably a 7.1-inch LCD display capable of 800 by 480 resolution. The issue of the cramped keyboard may still be an issue with the final product, but it may be a little easier to swallow the \$2,499 price tag.

Although we weren't wild about the Mitsubishi Amity CN mini-notebook, the company's Pedion looks poised to make up for it in a big way. Make that a small way. Expected to be shipping by the time you read this, the Pedion boasts a 233MHz Pentium MMX processor, 64MB of RAM, a 12.1-inch active-matrix screen, and a 1GB hard disk (we can only hope they'll move up to something larger). All this in a notebook that's only—hold on to your hat—three-quarters of an inch thick and weighs three pounds. We can foresee just two problems with the Pedion, which promises to set a new stan-

dard for skinny portables: Its unusual membrane-style keyboard, which probably won't win many touch-typing fans, and its \$6,000 price tag.

Residents of Japan are already enjoying Sony's VAIO PCG-505 notebook, which measures less than an inch thick and also weighs just three pounds. In its current iteration, the VAIO sports a 133MHz Pentium processor, 32MB of RAM, a 1GB hard disk, and—hallelujah!—a modem. Its screen is a bit small at 10.4 inches, but at least it's an active-matrix display. Sony expects to introduce the VAIO in the United States by the end of 1998, but with a slightly different configuration than the Japanese model.

Finally, Hewlett-Packard and NEC are also planning to unveil lighter versions of their OmniBook and Versa, respectively. The top-of-the-line Versa 5080X, which should be shipping by now, features a 233MHz Pentium MMX, 13.3-inch active-matrix screen, and 20x CD-ROM drive, but weighs less than five pounds and measures a mere 1.5 inches thick. HP's OmniBook Sojourn, on the other hand, has similar specs but measures a mere 0.71 inches thick, weighs 3.2 pounds, and has a 12.1-inch TFT display. When available, it'll include Intel's new mobile Pentium II processor. Both the notebook and the new CPU are due in late spring.



## ultralight notebooks



**ELBOW ROOM** IBM's pricey ThinkPad 560X powerhouse almost won our hearts with its roomy keyboard—but where's the modem?

floppy drive quite a bit initially, because the Traveler comes with no software other than Windows 95. Hitachi partially compensates for this oversight with toll-free 24-hour phone support.

Even so, this portable needs some overhauling. With a larger hard disk, a better keyboard, and a built-in modem, the admirably speedy and expandable VisionBook Traveler would seem less like a failed experiment and more like a valuable traveling companion.

### IBM ThinkPad 560X

★★★

To see an IBM ThinkPad 560X is to want one. To use an IBM ThinkPad 560X is to want one really badly. So light and lean is this notebook that it's hard to believe it wields such heavy-weight components as a 233MHz Pentium MMX processor, 32MB of RAM, a 4GB hard disk, and a keyboard that feels like the real deal. As you might expect, this powerhouse portable

carries the highest price tag in the group, but trust us when we say it's worth the extra investment.

Like the Fujitsu LifeBook, the ThinkPad 560X stands only 1.2 inches tall. Its pee-wee stature is due to the absence of bulky CD-ROM and floppy drives. The latter is included as an external device; IBM's 20x CD-ROM is optional. By itself, the ThinkPad weighs a scant 4.2 pounds—a hair less than the sleek LifeBook. It is also a half inch smaller in width and depth.

Of course, smaller doesn't necessarily mean weaker. With its state-of-the-art chip, boatload of RAM, and spacious hard disk, the ThinkPad can handle the most demanding software without breaking a sweat. It's far and away the fastest notebook we tested and it'll give many a desktop PC a run for its money.

The ThinkPad's

beautiful active-matrix screen spans 12.1 inches and matches the LifeBook's for clarity and brightness. Even more impressive is this notebook's keyboard, a full-size affair with impossibly comfortable keys and an integrated eraserhead-style pointing stick. If you plan to type a lot of lengthy documents, this is the keyboard you want beneath your fingers.

Design-wise, the ThinkPad comes with a full complement of inputs, including a USB port (the only one in our roundup to have one). Another nod goes to the ThinkPad for being the only notebook reviewed here to come bundled with an office suite, Lotus SmartSuite 97. This feature means that you can be ready for business right out of the box.

IBM's service and support, on the other hand, leave something to be desired. The ThinkPad's warranty lasts only one year and toll-free technical support expires with it.

After that, support calls are on your dime.

Each of the ThinkPad's three major shortcomings—short warranty, lack of modem, and lack of CD-ROM—can be remedied with cash. (You can buy an additional two or four years on your warranty.) So, if you're willing to increase your investment, you can turn the ThinkPad into a truly outstanding ultralight portable. As it stands, the ThinkPad is a blazingly fast and wonderfully comfortable notebook that you're sure to love.

### Mitsubishi Amity CN

★★

Like Hitachi's VisionBook and Toshiba's Libretto, Mitsubishi's Amity CN is a mini-notebook that draws a "wow" from everyone who sees it. Small wonder: It's compact, attractively styled, and incredibly light (just 2.6 pounds). But when you start to use the notebook, its allure quickly wears off. Small screen, small key-



**HOLY HARDWARE** The Amity CN may look at home on Batman's utility belt, but it's hardly functional.



board, small hard disk—and, ultimately, small value.

Still, the Amity compares favorably with the other ultralight notebooks we reviewed. Armed with a 133MHz Pentium processor, 16MB of RAM, and a 1.2GB hard disk, it adequately handles common business applications. We would, however, prefer a

larger hard disk and an MMX-enhanced Pentium chip like those found in the other notebooks.

The Amity's 7.5-inch screen is just large enough to prevent constant squinting, and Mitsubishi wisely configures Windows 95 with larger, more readable fonts. Although this is a passive-matrix display, it's brighter

and more colorful than you'd expect. Our only complaint: The screen lacks an anti-glare coating, and thus becomes highly reflective when exposed to bright light.

Only a mother—a very petite mother—could love the Amity's keyboard, which lacks dedicated home, end, page-up, and page-down keys (they're doubled

up on the arrow keys). However, of the three mini-notebook keyboards, this one comes closest to allowing comfortable touch-typing. Its keys are just wide and tall enough, and key travel is adequate.

Thankfully, the Amity features all the usual expansion ports and jacks. But we had a problem with

## Lighter Than Air?

These lightweight wonders may be high on your wish list . . . that is, until sticker shock sets in.

PRODUCT	LIFEBOOK 656TX	VISIONBOOK TRAVELER	IBM THINKPAD 560X	MITSUBISHI AMITY CN	LIBRETTO 70CT
MANUFACTURER	Fujitsu PC, 888-466-8434 www.fujitsu-pc.com	Hitachi PC, 800-448-2244 www.hitachipc.com	IBM, 800-426-7255 ext. 4751 www.us.pc.ibm.com	Mitsubishi, 800-445-5250 www.mitsubishi-mobile.com	Toshiba, 800-334-3445, computers.toshiba.com
PROS	Gorgeous screen, comfortable keyboard, built-in modem, low price, long warranty; dock includes CD-ROM	Lots of RAM, largest mini-notebook screen, three PC card slots	Desktop-caliber hardware packed into a 4-pound portable; excellent screen and keyboard	Stylish design; usable keyboard	Amazingly light and compact; sharp display
CONS	Small touch pad; internal battery needs frequent recharging	Cramped keyboard, small hard disk, no modem, no bundled software	No CD-ROM, no modem, no IR transmitter, short warranty	Battery isn't removable; floppy drive usurps parallel port; high-glare screen; no bundled software; no modem	Still overpriced; terrible keyboard; no modem; limited expandability
RATING/VERDICT	★★★★½ Sets the standard for ultralight notebooks	★★ A miniature notebook with miniature functionality	★★★ Almost the perfect portable	★★ Great for turning heads, but not much else	★½ A cool toy, but very little practical value
EST. STREET PRICE	\$2,800	\$2,500	\$3,600	\$1,995 (list)	\$2,000
PROCESSOR	150 MHz Pentium MMX	133MHz Pentium MMX	233MHz Pentium MMX	133MHz Pentium	120MHz Pentium MMX
RAM	16MB	24MB	32MB	16MB	16MB
HARD DISK	2GB	1GB	4GB	1.2GB	1.5GB
SCREEN	12.1-inch active-matrix	8.4-inch active-matrix	12.1-inch active-matrix	7.5-inch passive-matrix	6.1-inch active-matrix
DRIVES (INCLUDED/OPTIONAL?)	16X CD-ROM and 3.5-inch FDD, inside dock	External 3.5-inch FDD	External 3.5-inch FDD	External 3.5-inch FDD	External 3.5-inch FDD
MODEM	Internal 33.6 Fax/Data	No	No	No	No
EXPANSION	Floppy, IR, PS/2, serial, parallel, VGA ports; microphone and headphone jacks; two Type II PC Card slots; dock adds joystick and PS/2 ports	Floppy, IR, PS/2, serial, parallel, VGA ports; microphone and headphone jacks; three Type II PC Card slots (or one Type III)	Floppy, PS/2, serial, parallel, VGA, USB ports; microphone and headphone jacks; two Type II PC Card slots	IR, PS/2, serial, parallel, VGA ports; microphone and headphone jacks; two Type II PC Card slots	IR port, speaker jack, one Type II PC Card slot; dock adds parallel, serial, and VGA ports
BUNDLED SOFTWARE	Microsoft Works 4.0, First Aid 97, LapLink, VirusScan, PC Doctor, WebEx 2.0	None	Lotus SmartSuite 97, Intel LANDesk, IBM AntiVirus 3.0, Puma TranXit	None	Puma IntelliSync
ESTIMATED BATTERY LIFE	45 minutes (3 hours with external battery)	2.5 hours	3.5 hours	1.5 hours	1.5 hours
TOTAL TRAVEL WEIGHT	8.8 pounds	4.25 pounds	5.8 pounds	4.1 pounds	3.7 pounds
UNIT WEIGHT	4.4 pounds	2.75 pounds	4.2 pounds	2.6 pounds	1.9 pounds
WARRANTY	3 years	1 year	1 year	1 year	1 year



# ultralight notebooks

the external floppy drive because it connects via the parallel port. The first time you try saving something to disk and then printing a document, you'll see what we mean. Since both the printer and disk drive share the same interface port, you will find yourself doing an inordinate amount of plugging and unplugging in order to get your work done. We also noticed this shortcoming in other units we reviewed as well. A bigger problem, however, is the internal battery: It's screwed into place, so you can't simply insert a fresh one when power gets low. Mitsubishi does offer an optional external clip-on battery, which adds an impressive five hours of life and weighs an additional 1.3 pounds. Extra battery notwithstanding, the Amity has the lowest overall travel weight of the five notebooks we tested.

Like the VisionBook, the Amity comes with no bundled software. Mitsubishi also skimps on the service and support: The Amity's warranty is only one year, and technical support—although toll free—is available only on weekdays.

To turn the Amity CN into a viable product, Mitsubishi needs to add a modem, employ a swappable battery, and drop the price dramatically. (Then again, much of the same can be said of the other mini-notebooks we reviewed this month.)

Right now, the Amity rates as a novelty that will definitely catch the attention of those around you, but it's hardly suited to getting any serious work done.

## Toshiba Libretto 70CT

★ 1/2

Last year, Toshiba's Libretto 50CT created a whole new category for portable PCs: the mini-notebook. We raved about last year's model and gave it three stars ("New & Noteworthy," November 1997). But despite being praised for its ultracompact form, the underpowered and overpriced device failed to catch on among home office buyers. Now, with the 70CT, Toshiba has endeavored to correct those shortcomings, while attempting to stave off an emerging crowd of competitors. Sadly, it hasn't succeeded on either count.

Size still remains the Libretto's most amazing feature. Looking more like a videocassette than a Windows 95 notebook, the 1.9-pound 70CT has the same dimensions as its predecessor. But although the 50CT limped along on a 75MHz Pentium processor and an 800MB hard disk, the 70CT packs a 120MHz Pentium MMX and 1.5GB of storage. Thus, it's much better equipped to handle modern software.

But you may not be properly equipped to handle the Libretto. Only children under the age of 10 are likely to have hands small enough for its keyboard, which is too short and shallow for touch-typing. And adults over the age of 40 may need bifocals for the Libretto's 6.1-inch active-matrix screen. It's crisp and colorful enough, but too diminutive for lengthy computing tasks.

The Libretto's single



**CONFINED QUARTERS** The Libretto 70CT's tiny stature makes for a terribly cramped keyboard and limited expandability.

Type II PC Card slot can accommodate either a modem (not included) or the included external floppy drive, which, inconveniently, uses a PC Card interface. One readily apparent problem is this: If you install a modem, it's probably going to need a software driver. But how can you load the driver from its floppy disk if the modem is occupying the PC Card slot? (We had to get tricky and save the install disks to a temp directory before installing the modem.)

If you want to print a document or connect a monitor, you'll need to attach the Libretto's clip-on dock. It supplies parallel, serial, and VGA ports, but no PS/2 ports. Though the dock weighs only six ounces, it's one more piece of hardware to carry around. Note to Toshiba: Build these ports into the next model; we won't mind if it's a bit larger.

The only noteworthy software inclusion is Puma's venerable Intelli-Sync 97, which lets you

synchronize data with another PC. Like IBM, Toshiba provides only a one-year warranty and cuts off toll-free phone support after the warranty expires. Post-warranty tech support costs \$35 per call.

Needless to say, we think you can do a lot better than the Toshiba Libretto. And we are sure the manufacturer will score better with this year's 100CT model, which just missed our time frame (see "The Skinny on Ultra-Ultralight Notebooks").

Still, if you're looking for a lightweight, compact portable that's good for typing short memos, managing contacts and finances, and handling basic communications, check out a Windows CE device such as NEC's MobilePro 700. It has a better keyboard, a built-in modem, and more expansion options. And best of all, it costs only about \$699. ■

*Contributing editor RICK BROIDA likes his portables light and lean. You can find his newsletter for PalmPilot users, TAP, at [www.tapped.com](http://www.tapped.com).*



# Nothing Lasts Longer

The world's  
best-selling UPSs  
now start at \$99

Renewable  
UPS System  
DESIGNED  
TO LAST A  
LIFETIME!

• User-Resettable Circuit Breaker •  
• User-Replaceable Batteries •

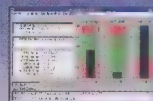
Site Wiring Fault Indicator  
automatically identifies building  
wiring problems

BlockSafe™ outlets give you room to plug in  
transformer blocks

Now the world's best-selling desktop  
UPS units offer you even more value  
for your power protection dollar! With  
over 45% of all data loss and downtime  
caused by bad power, your APC invest-

LONGEST RUNTIME GUARANTEE

Backup UPS Pro PowerChute Plus



PowerChute™ plus power  
management software lets  
you configure UPS re-  
sponse to over twenty  
events. During an extend-  
ed outage, WorkSafe™ can automatically save  
data, close programs, and shut down your  
computer, whether you're there or not.

Automatic Voltage Regulation (AVR) with  
DoubleBoost™ and CellGuard™ intelligent bat-  
tery management let you work through the  
deepest prolonged brownouts without wasting  
battery power, extend battery life, and speed  
recharging.

**APC Safety, Readiness and Reliability**  
Microprocessor-controlled automatic battery  
self-test regularly checks status of the unit  
and ensures battery readiness

QuickSwap™ user-replaceable battery  
system lets you easily renew the UPS system  
and avoid factory service delays

Push-button circuit breaker provides user-  
resettable overload protection and eliminates  
the need to replace a traditional fuse or even  
the entire "disposable" UPS

Internet and network ready



**Editors' Pick:** "We wouldn't  
be caught dead without an  
uninterruptible power supply -  
and neither should you."

**FREE! Catalog and UPS  
Selection Guide**

Just mail or fax this completed coupon  
for your FREE catalog and UPS selection  
Guide. Better yet, order them today at:

<http://promo.apcc.com>

KEY CODE D190Z

## Which APC UPS is right for your system?

Get Your **FREE** Catalog and UPS Selection Guide

☐ **YES!** I want to know how to choose the right UPS for my PC.  
Please send me my FREE catalog and APC UPS Selection Guide.

☐ **NO,** I'm not interested at this time but please add me to your  
mailing list.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

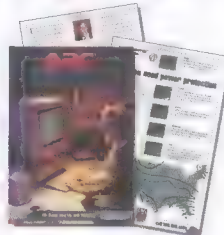
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Brand of UPS used? \_\_\_\_\_ # \_\_\_\_\_

Brand of PCs used? \_\_\_\_\_ # \_\_\_\_\_

Brand of Servers used? \_\_\_\_\_ # \_\_\_\_\_



**Become an Expert!**  
**FREE from APC: 16 pages**  
of detailed information  
about the hazards of bad  
power and how to choose  
a UPS to prevent them.



<http://promo.apcc.com> KEY CODE  
D190Z  
(888) 288-APCC x8317 • FAX: (401) 788-2787

mation. Please send my  
UPS selection Guide.  
at this time, but please  
arterly newsletter mailing list.

Company: \_\_\_\_\_

Country: \_\_\_\_\_

# \_\_\_\_\_

# \_\_\_\_\_

# \_\_\_\_\_



• FAX: (401) 788-2787



oad, West Kingston, RI 02892 USA



# ultralight notebooks

the external floppy drive because it connects via the parallel port. The first time you try saving something to disk and then printing ■ document, you'll see what we mean. Since both the printer and disk drive share the same interface port, you will find yourself doing an inordinate amount of plugging and unplugging in order to get your work done. We also noticed this shortcoming in other units we reviewed as well. A bigger problem, however, is the internal battery: It's screwed into place, so you can't simply insert a fresh one when power gets low. Mitsubishi does offer an optional external clip-on battery, which adds an impressive five hours of life and weighs an additional 1.3 pounds. Extra battery notwithstanding, the Amity has the lowest overall travel weight of the five notebooks we tested.

Like the VisionBook, the Amity comes with no bundled software. Mitsubishi also skimps on tech and support: The warranty is only one year, and technical support is available only on weekdays.

To turn the Amity into a viable product, Mitsubishi needs to add a modem, employ a removable battery, and slash the price dramatically. Again, much of this can be said of the mini-notebooks we reviewed this month.

Right now, the market rates as a novelty that definitely catches the attention of those around it, but it's hardly sustaining any serious

## Toshiba Libretto 70CT

★ 1/2

Last year, Toshiba's Libretto 50CT created a whole new category for portable PCs: the mini-notebook. We raved about last year's model and gave it three stars ("New & Noteworthy," November 1997). But despite being praised for its ultracompact form, the underpowered and overpriced device failed to catch on among home office buyers. Now, with the 70CT, Toshiba has endeavored to correct those shortcomings, while attempting to stave off an emerging crowd of competitors. Sadly, it hasn't succeeded on either count.

Size still remains the Libretto's most amazing feature. Looking more like a videocassette than a Windows 95 notebook, the 1.9-pound 70CT has the same dimensions as its predecessor. But although the 50CT limped along on a 75MHz Pentium processor

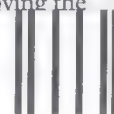


**CONFINED QUARTERS** The Libretto 70CT's tiny stature makes for a terribly cramped keyboard and limited expandability.

Type II PC Card slot can accommodate either a modem (not included) or the included external floppy drive, which, inconveniently, uses a PC Card interface. One readily apparent problem is this: If you install a modem, it's probably going to need a software driver. But how can you load the driver from its floppy disk if the modem is occupying the

synchronize data with another PC. Like IBM, Toshiba provides only a one-year warranty and cuts off toll-free phone support after the warranty expires. Post-warranty tech support costs \$35 per call.

Needless to say, we think you can do a lot better than the Toshiba Libretto. And we are sure the manufacturer will score better with this year's 100CT model, which



## BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 36 WEST KINGSTON, RI

POSTAGE WILL BE PAID BY ADDRESSEE

**APC**  
AMERICAN POWER CONVERSION

DEPT. D190Z  
132 FAIRGROUNDS ROAD  
PO BOX 278  
WEST KINGSTON RI 02892-9920

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES





# Nothing Lasts Longer

The world's  
best-selling UPSs  
now start at \$99

Renewable  
UPS System  
**DESIGNED  
TO LAST A  
LIFETIME!**  
• User-Replaceable Circuit Breaker •  
• User-Replaceable Batteries •

Site Wiring Fault Indicator  
automatically identifies building  
wiring problems

BlockSafe® outlets give you room to plug in  
transformer blocks

Now the world's best-selling desktop  
UPS units offer you even more value  
for your power protection dollar! With  
over 45% of all data loss and downtime  
caused by bad power, your APC invest-  
ment pays for itself the first time you use it.

**New: More power and guaranteed  
"Best in Class" Longest Runtime.**

Our runtime will meet or exceed that of any  
same VA UPS for desktop applications, or  
your money back!

**Multipath protection for your whole system**  
APC protects your CPU, monitor, external  
modem, laser printer, fax machine, and zip  
drives, and provides telephone/network surge  
suppression.

**User-renewable UPS system**

APC QuickSwap® battery packs are the  
quickest and easiest way to safely renew a  
UPS, unlike "disposable" UPSs which don't  
allow safe user replacement and mean the  
end of your investment.

APC Back-UPS Pro®,  
Back-UPS® and Back-UPS Office® will provide run-  
time which meets or exceeds that of any same VA  
UPS for desktop PC applications or your money back.  
For more information, visit [www.apcc.com](http://www.apcc.com).



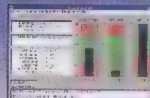
'Long Lasting' "Back-UPS Pro was  
our favorite unit..., (it) won top  
honors in our battery life tests"

**Safe, even from lightning**

APC multi-stage surge suppression clamps  
down on lightning and offers a \$25,000 guar-  
antee against damage to your equipment.  
See policy for details.

APC packs the power and features desktop  
users want, plus the peace of mind and  
legendary reliability reflected by over  
8,000,000 field-tested and proven units.

## Back-UPS Pro® Power User Features



PowerChute® plus power  
management software lets  
you configure UPS re-  
sponse to over twenty  
events. During an extend-  
ed outage, WorkSafe™ can automatically save  
data, close programs, and shut down your  
computer, whether you're there or not.

Automatic Voltage Regulation (AVR) with  
DoubleBoost® and CellGuard® intelligent bat-  
tery management let you work through the  
deepest prolonged brownouts without wasting  
battery power, extend battery life, and speed  
recharging.

**APC Safety, Readiness and Reliability**  
Microprocessor-controlled automatic battery  
self-test regularly checks status of the unit  
and ensures battery readiness

QuickSwap™ user-replaceable battery  
system lets you easily renew the UPS system  
and avoid factory service delays

Push-button circuit breaker provides user-  
resettable overload protection and eliminates  
the need to replace a traditional fuse or even  
the entire "disposable" UPS

Internet and network ready



'Editors' Pick: "We wouldn't  
be caught dead without an  
uninterruptible power supply -  
and neither should you."

## FREE! Catalog and UPS Selection Guide

Just mail or fax this completed coupon  
for your FREE catalog and UPS selection  
Guide. Better yet, order them today at:

<http://promo.apcc.com>

KEY CODE D190Z

☐ **YES!** I'd like more information. Please send my  
FREE catalog and UPS selection Guide.  
☐ **NO,** I'm not interested at this time, but please  
add me to your quarterly newsletter mailing list.

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Brand of UPS used? \_\_\_\_\_ # \_\_\_\_\_

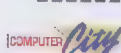
Brand of PCs used? \_\_\_\_\_ # \_\_\_\_\_

Brand of Servers used? \_\_\_\_\_ # \_\_\_\_\_



(888) 289-APCC x8317 • FAX: (401) 788-2797

Available at: **COMPUTER DISCOUNT WAREHOUSE**  
800-334-4239



©1998 APC. All Trademarks are the property of their owners. BK1B8EF - US

(800)347-FAXX PowerFax

E-mail: [apcinfo@apcc.com](mailto:apcinfo@apcc.com)

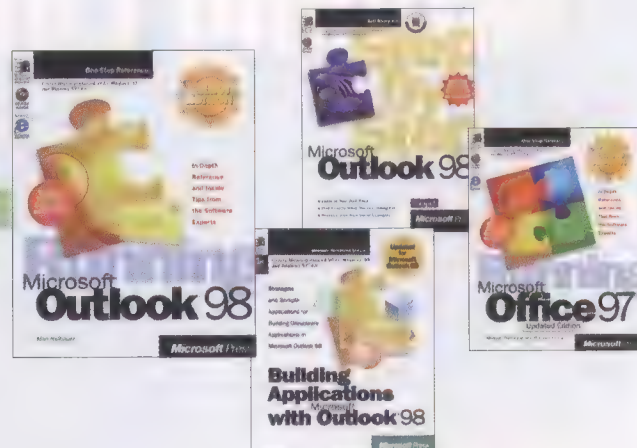
132 Fairgrounds Road, West Kingston, RI 02892 USA

APC has won more awards for reliability  
than all other UPS vendors combined.





Improve your **outlook**  
for the future.



Offer ends June 30, 1998, so  
**do it now.** Your communications  
future will be brighter than ever.

You can look forward to making the powerful e-mail and desktop information management features of Microsoft® Outlook™ 98 work better than ever, if you let Microsoft Press® books help you start faster and go farther. **Start by getting a free copy of Outlook 98** when you purchase *Running Microsoft Office 97-Updated Edition*, *Running Microsoft Outlook 98*, *Microsoft Outlook 98 Step by Step*, or *Building Applications with Microsoft Outlook 98*.

Available in quality bookstores and computer stores worldwide.  
To locate your nearest source for Microsoft Press products, reach us at: 1-800-MSPRESS in the U.S., or [mspress.microsoft.com](http://mspress.microsoft.com)

Where do you want to go today?\*

**Microsoft® Press**  
[mspress.microsoft.com](http://mspress.microsoft.com)

© 1998 Microsoft Corporation. All rights reserved. Microsoft, Microsoft Press, Outlook, and Where do you want to go today? are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

# Subscribe

to *Home Office Computing* today!



Simply mail in any one

of the postage paid

cards in this issue

or call (800) 288-7812.

**HomeOffice  
Computing**



## software buyer's guide

## e-mail packages

Why miss a message on the road? These eight programs retrieve, send, and manage your online correspondence

IN RECENT YEARS, HAVING an e-mail address has gone from geek to chic, and it's become downright essential for home office professionals. And though it may not provide the immediate response of cell phones and beepers, e-mail is one of the most inexpensive and reliable ways for telecommuters and travelers to stay connected to colleagues and clients.

Proprietary online services such as America Online and CompuServe combine Internet access with user-friendly messaging tools that work well for novices and light e-mail users. But when your volume of messages rises from a trickle to a flood, a personal Internet address (like *your name@your-isp.com*)

and a professional-level e-mail package make a powerful team. Infinitely customizable and more sophisticated than online services, e-mail packages offer a host of organization enhancements such as user-defined filters, automatic filing, and nested folders. Personalized signature files and stationery help project your professional image, and options like pager notification, message forwarding, and remote access to mail through Web browsers provide added convenience for busy travelers who need to stay on top of business back home.

For this buyer's guide, we put to the test six POP3-compliant (the current Internet mail standard) e-mail packages for

Windows and Macintosh, as well as the latest versions of mail offerings from online services AOL and CompuServe. Once we installed and configured the programs, we sent and received dozens of messages with each to evaluate usability, flexibility, and features. We paid close attention to each program's design, composition tools, address books, filtering and automatic actions, and file-attachment powers. And because e-mail is a lifeline to the outside world, we also gave serious consideration to the reliability of the programs.

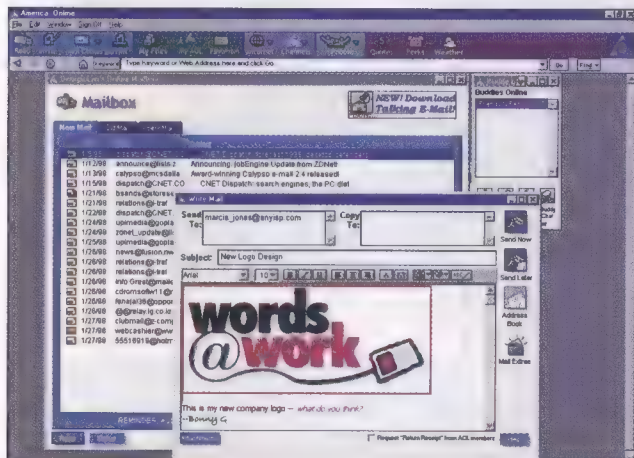
## Online Services

## America Online 4.0

★★ 1/2 WIN / WIN 95 / MAC

America Online has long been a popular choice for home offices, not only for its friendly interface, but also because having up to five screen names is a great way to separate personal and business mail. For this roundup we examined the beta (prerelease version) of AOL 4.0 for Windows 95.

AOL 4.0 sports a new stylized look, with much cleaner toolbar buttons and menu choices than those found in previous versions.



**YOU HAVE MAIL** Although the new AOL has jazzed up its e-mail, it remains an annoying spam magnet.

BY BONNY GEORGIA

## CHEAT SHEET

## THIS MONTH:

## Online Services

## America Online 4.0

★★ 1/2 READER SERVICE 126  
\$21.95 per month

## CompuServe 3.01 and CompuServe C

★★★ READER SERVICE 127  
\$24.95 per monthPOP3 E-Mail Packages  
Calypso Mail 2.4★★ READER SERVICE 128  
\$40

## Claris E-mailer 2.0

★★★ 1/2 READER SERVICE 129  
\$40

## eMail 97 1.4

★★★ READER SERVICE 130  
\$60

## Eudora Pro 4.0

★★★ READER SERVICE 131  
\$40

## Netscape Messenger

★★★ READER SERVICE 132  
Free With Netscape Communicator

## Outlook 98 and Outlook Express

★★★ 1/2 READER SERVICE 133  
Free upgrade from Office 97 and Internet Explorer 3.0

## RATINGS

Our one-to-four-star ratings are based on performance, features, setup, ease of use, availability, warranty, support, documentation, and price. When a product tests well and is exceptionally designed, we award it a Best Buy designation.

EXCELLENT ★★★★★  
GOOD ★★★  
FAIR ★★  
POOR ★



## CHEAT SHEET

### E-MAIL GLOSSARY

**Encoding.** The process of packaging attachments with your e-mail message. Three popular encoding protocols are MIME, BinHex, and UUEncode.

**Encryption.** The method of scrambling a message before delivery to deter unwanted snoopers.

**Filtering rules.** Customizable instructions to automatically file, respond, delete, or otherwise act upon e-mail messages.

**Internet Message Access Protocol (IMAP4).** An Internet mailbox access standard that allows you to selectively download, synchronize, and organize messages on an external mail server.

**Messaging Application Programming Interface (MAPI).** An interface that lets you send or attach e-mail messages from any MAPI-compatible application, such as your word processor or spreadsheet.

**Post Office Protocol (POP).** The main Internet mailbox access standard, which lets you access your ISP's mail server. POP3 is the current version of this standard.

**Simple Mail Transfer Protocol (SMTP).** A server-to-server standard for delivering messages between computers; works in conjunction with POP.

**vCard.** A standard for exchanging business information such as your name, address, and more.

### E-MAIL TIPS AND TRICKS

Clean your mail files of extraneous messages before migrating from one e-mail client to another. If the new client can't import your old mail and folders, forward essential saved messages to your new e-mail account for downloading later.

Save time by setting up auto-responses for frequently requested information such as product specs and pricing.

Teach your e-mail to recognize new pieces of spam. E-mail filters are only as strong as you make them, so be sure to religiously add junk senders to your "kill file" or unwanted messages will find their way into your mailbox.

## e-mail packages

The new version also has a tabbed message-center window that resembles the one used in AOL 3.0 for the Macintosh. When browsing our e-mail, we can now flip between old mail, sent mail, and new messages using three handy tabs. AOL has also added support for attaching multiple files to a message, dressing up text with HTML font styles, and embedding pictures in the body of messages sent to other AOL users.

Although it's amazingly easy to use, AOL 4.0 falls flat at message management. We saved our e-mail in our Personal Filing Cabinet, but there's no one-click solution for sending mail we've read to a file—we had to launch the File Cabinet from the menu bar and drag messages into it. We were also disappointed to find only the barest filtering tools for blocking junk mail (especially because AOL addresses are a popular target for spam), and no user customized filtering tools for filing or autoresponding to mail.

Speaking of spam, AOL is so rife with unwanted get-rich-quick schemes and illicit come-ons that you may spend more time deleting unwanted mail than sending and receiving vital e-mail. Although AOL has added Web features to its overall offerings, the e-mail portion doesn't support HTML text styles. As a result, you can't view embedded Web pages.

All in all, AOL 4.0 does a decent job of managing moderate amounts of e-mail, but its weak message management and knack for attracting junk mail are

major drawbacks to professional use. AOL is fine for e-mail beginners, but an experienced e-mailer will soon outgrow it.

### CompuServe 3.01 and CompuServe C

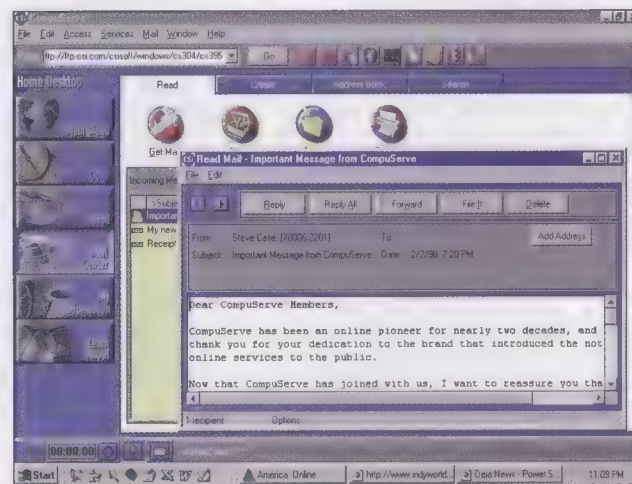
★ ★ ★ WIN WIN 95

As the grand old man of commercial online services, CompuServe (now also called CSI) was one of the first to offer e-mail. Though chief rival America Online gobbled up CSI last year, AOL pledges to maintain it as a separate service well into the future.

CompuServe's e-mail offers some minor enhancements over AOL's, such as the ability to search messages and schedule the date a message will be sent. We stored messages on our PC through a button on the Read Mail windows, but we would've liked the option of dragging and dropping messages into a storage folder. Unfortunately, we had to accomplish this via clumsy dialog boxes. CompuServe also lacks filters for autofiling, autoresponding, or auto-forwarding mail.

One major improvement CompuServe members receive is C, an option that offers full access to forums and information via the Web over a separate Internet service provider or CSI's dial-up connection. C lets you register for a POP3 e-mail account (yourname@csi.com), which you can combine with any of the e-mail packages included in this review, for more powerful mail-management options. Note, however, that the POP3 address is completely separate from the CSI mail—they're not interchangeable, and you can't manage them together.

If you're not ready to make the leap from an online service to an ISP, CompuServe provides the best of both worlds: the comfort of a business-oriented service and the flexibility of a POP3 e-mail account for only \$24.95 a month. These two features are reason enough for AOL users to switch, and maybe enough for you to leave another ISP. Just bring along your favorite e-mail package.



**WAIT A MINUTE, MR. POSTMAN** Unlike AOL, CompuServe lets you search for an e-mail and schedule a message's delivery.



## POP3 E-Mail Packages

### Calypso Mail 2.4

★★ WIN 95

If your e-mail accounts have multiplied like rabbits, Calypso Mail may keep things hopping. Calypso lets you arrange multiple e-mail addresses into as many mailboxes as you want, making it easy to group different addresses according to your needs. To add further convenience, you can check and organize all addresses in the same mailbox with the same set of folders.

Calypso's filters, signatures, address book entries, and more are stored in folders for easy access, and a preview window let us see the contents of new mail without having to launch a separate window. Although we liked Calypso's drag-and-drop filing, we weren't impressed that nested folders must be open in order to put messages in them.

Because of its multiple mailbox approach, we had a tougher time setting filters with Calypso than with the other e-mail packages. After

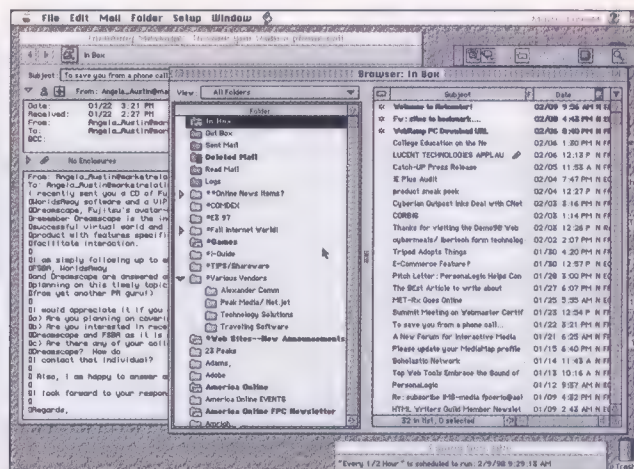
creating rules, we had to apply them by going to the Accounts folder, right-clicking the appropriate mailbox, selecting Properties, then adding the filter definition to the mailbox using the Filter tab. For killing spam, Calypso also features a JunkYard filter that worked well. Once you've set up either filter, adding new rules is as easy as right-clicking a message and selecting Add to Filter or Add to JunkYard.

Unlike most of the e-mail packages we tested, Calypso doesn't support HTML text styles and doesn't let you view Web pages within the program. However, its strong mail-management tools and multimailbox organization will appeal to home office pros with more than one e-mail account.

### Claris E-mailer 2.0

★★★ 1/2 MAC

Several of the e-mail packages we reviewed have Mac versions (Eudora, Outlook, and CompuServe); Claris E-mailer is the sole Mac-only product, and continues



**NEITHER RAIN, NOR SLEET, NOR SNOW...** The intrepid Claris E-mailer handles any mail, whether it's AOL, CompuServe, or POP3.

to be the only third-party package that will access AOL and CompuServe mail as well as POP3 accounts through an ISP. There's no limit on how many accounts you can have—mix together all your AOL screen names, a couple of POP3s, and a CompuServe username—and E-mailer will check them easily, applying a single filing system for all your messages.

Although we found E-mailer's filters to be relatively simplistic compared to those of Eudora and Outlook, the program gets the job done. Still, it could use more automation to kill unwanted spam. We liked the fact that we could automatically pull addresses out of messages to place into our address book, and, better yet, that we could have multiple e-mail addresses per address book entry. Just mark one as the default, and it'll appear as you start to type in the person's name in the message-recipient field.

Call us nitpicky, but we're disappointed with E-mailer's lack of HTML text formatting, its limited folder nesting to only one

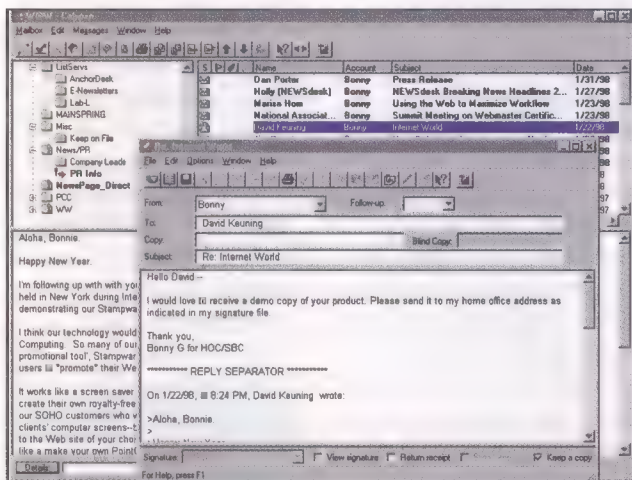
level, and its inability to reorganize folders by drag and drop. And like AOL, E-mailer didn't let us send multiple attachments. Instead, either we had to send multiple messages with one attachment per message or compress the attachments into a single file. E-mailer compresses the attached files into StuffIt format, which means recipients who are Windows users must have the Windows version of StuffIt (available at [www.aladdin.com](http://www.aladdin.com)) to decompress the files.

With the current absorption of Claris into Apple Computer, the possibility of a Windows version of E-mailer looks bleak, and that's a shame. But overly connected Mac addicts will find E-mailer gives them a better handle on electronic communications than any other package.

### eMail 97.14

★★★ WIN 95

Underneath eMail 97's unassuming interface are bells and whistles galore. Along with the e-mail features you'd expect, such as



**ONE FOR EACH PERSONALITY** If you're juggling several mail accounts, count on Calypso.



# e-mail packages

## It's in the Mail

Remember to try before you buy. Most e-mail packages have free trial versions available, so download a few and use them before committing to one. And because the design and toolbars are almost always customizable, go ahead and experiment until you get the look and feel you want.

PRODUCT	AMERICA ONLINE	COMPUSERVE	MICRO COMPUTER SYSTEMS	FILEMAKER (FORMERLY CLARIS)
PUBLISHER	America Online, 888-265-8002, www.aol.com	CompuServe, 800-848-8990, www.compuserve.com	Micro Computer Systems, 972-659-1514, www.mcsdallas.com	FileMaker (formerly Claris), 800-544-8554, www.claris.com
EST. STREET PRICE	\$21.95/month (including access)	\$24.95/month (including access)	\$40	\$40
PROS	Incredibly easy to use; lets you create five screen names per account	Lets you search stored messages; membership offers a POP3 account at no extra cost	Multimailbox organization, Junk-Yard spam-buster feature	No-brainer setup; works with AOL and CompuServe mail
CONS	A shameless spam magnet; lame filtering; weak organization tools	No filtering at all; won't let you drag and drop to organize messages	Can't handle rich HTML text or online images	Single-level folder nesting; no HTML styles support
RATING / VERDICT	★★★ 1/2 Best for the undemanding e-mailer	★★★★ The best choice if you must use an online service	★★★ Ideal if you're swamped with multiple e-mail accounts	★★★★ 1/2 Mac users need look no further
PLATFORMS	MAC, WIN 95, WIN	MAC, WIN 95, WIN	WIN 95	MAC
MULTIPLE POP3 ACCOUNT OR SCREEN NAME SUPPORT	Five screen names per account	Single proprietary and one POP3 account provided without client	Unlimited POP3	POP3 and proprietary e-mail from AOL and CompuServe
IMPORT EXISTING MAILBOXES AND MESSAGES FROM ANOTHER E-MAIL PACKAGE	No	No	Supports Eudora mailbox import	Only upgrades from E-mail E-mailer 1.0
MESSAGE FILTERING	No	No	Yes	Yes
MAPI COMPLIANT	No	No	No	N/A
ADDRESS BOOK/VCARD SUPPORT	Yes/No	Yes/No	Yes/No	Yes/No
RICH HTML TEXT FORMATTING	Yes	No	No	No
PGP/SMIME ENCRYPTION	No	No	No	No
PAGER NOTIFICATION	No	No	Yes	No
MULTIPLE FILE ATTACHMENT OPTION	Yes	Yes	Yes	Yes
STATIONERY/MULTIPLE SIGNATURES	Yes/No	No/No	Both	No/Yes
SPAM-BLOCKING TOOLS	Minimal	None	JunkYard filter	None

filing, filtering, and autore-sponding, eMail 97 sports advanced utilities, including a foreign-language trans-lator, two-way paging, a voice message recorder, FTP client, and PGP encryption tools.

During installation, eMail 97 makes short work of importing e-mail account settings and address books from Eudora, Netscape Mail, and Microsoft Inter-net Mail. You can also import mail messages, but

you must add them one mailbox at a time (unlike Outlook and Calypso Mail, which add every folder and message from your old e-mail package with a single click). Once our setup was complete, a toolbar and graphical launch pad pro-vided us with one-click access to a slew of features.

In addition, eMail 97 supports HTML text styles and lets you embed graph-ics into messages you send, but embedded graphics or

Web pages that you receive will arrive as file attach-ments. Also eMail 97's organization tools have some limitations. Although we could drag and drop messages into folders, we couldn't drag and drop the folders themselves to a new location. Despite the fact that the filters can perform advanced actions such as forwarding messages to a pager or launching an application, the Boolean search operators OR and

NOT are conspicuously absent, and the program lacks a spam-filtering tool.

Though it may not be the most powerful e-mail pack-age we reviewed, eMail 97's exotic communication tools leave you little excuse not to keep in touch.

### Eudora Pro 4.0

★★★★ WIN 95 MAC

A few moments with Eudora Pro 4.0 are all you need to see why this sophis-

**BEST  
BUY**



**BEST  
BUY**

# EMAIL

ECorp,  
888-326-7748,  
www.e-corp.com

\$60

Self-generating address book, neat translation engine and pager tools

Mediocre filtering, pricey, needs better drag-and-drop features

★★★

Essential for the far-flung international e-mailer

WIN 95

Unlimited POP3

Messages, but only one at a time

Yes

No

Both

Yes

Yes

Yes

Yes

Both

None

Qualcomm,  
800-238-3672, www.eudora.com

\$40 or \$60 as part of Eudora Comm-Center

Supercharged filtering and mail actions, infinitely customizable

No autocompletion of nicknames

★★★★

A must-have for any e-mail power user

MAC, WIN 95

Unlimited POP3

No

Yes

Yes

Both

Yes

Yes

Yes

Yes

Both

3rd Party MailJail plug-in

Netscape Communications,  
650-937-3777,  
www.netscape.com

Free with Netscape Communicator

Ultraeasy to use, tight integration with Navigator, bargain price

Weak filtering, no support for multiple address books

★★ 1/2

An e-mail solution for the budget impaired

MAC, WIN 95, WIN

Unlimited POP3

No

Yes

No

Both

Yes

Yes

No

Yes

Both

None

# OUTLOOK

Microsoft,  
800-426-9400,  
www.microsoft.com/outlook/

Free upgrade from Outlook 97 or with Internet Explorer 4.0

Excellent filtering and mail options, terrific integration with contact manager and scheduler

Possibly overwhelming if you already use a PIM or contact manager

★★★★ 1/2

Perfect for Office 97 users

MAC, WIN 95, WIN

Unlimited POP3

Imports Eudora, Internet Mail and News, Netscape Mail, Netscape Messenger, and Outlook Express folders

Yes

Yes

Both

Yes

Yes

No

Yes

Both

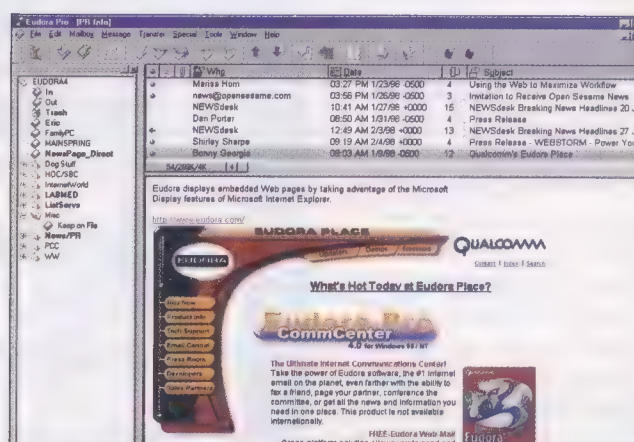
Junk Sender option

ticated package is the darling of e-mail power users. Only Outlook 98 rivals Eudora's terrific message management and versatility of mail options.

Longtime Eudora users will be impressed with 4.0's elegant new look and enhanced simplicity. Signatures, stationery, multiple e-mail personalities, and a miniview of Windows Explorer are at your fingertips in a new tabbed window. We were blown away

by the program's improved drag-and-drop features and its wealth of context menus that appear with right-mouse clicks from almost anywhere on the program.

Eudora 4.0 boasts some of the strongest filtering and mail-action functions of all the programs we looked at. You can require that up to five conditions be met before Eudora applies one or more actions to a message; you can also filter out messages with missing



**DELIVERS MORE THAN MAIL** Eudora lets you send a Web page embedded in the message as well.



# e-mail packages

information (such as your e-mail address), which is essential to effective spam blocking. We created filters almost instantly by picking a message in our mailbox and selecting Make Filter from the right-mouse button menu.

For the ultimate productivity boost, Eudora features a unique variety of plug-in tools from other software publishers. Download your favorites from Eudora's Web site ([www.eudora.com](http://www.eudora.com)) or buy Eudora CommCenter (\$59.00), which features Aladdin's StuffIt compression utility, Verity KeyView for file viewing, McAfee Virus Scan, PGP Keys, and four other tools that install on the Eudora toolbar for easy access. If you seek the ultimate in customized e-mail management, Eudora Pro 4.0 can't be beat.

## Netscape Messenger

★ ★ ★ 1/2 WIN 95 / MAC

Netscape Messenger, which comes free as part of the Netscape Communicator suite, sports a streamlined look, customizable address book, and built-in encryption tools. But its mail-management features aren't tough enough to compete with our top-rated e-mail packages.

Messenger's design features a split window with headers for the active mailbox at the top and a preview of the highlighted message at the bottom. You can access user-defined mailboxes and Usenet newsgroups via a dropdown menu, creating a less cluttered look but preventing

drag-and-drop filing. To file a message, we had to right-click on the message. You can move, reorder, expand, or contract column headers to suit your needs, and clicking on any header instantly sorts all messages in that column.

Thanks to its Netscape pedigree, it's not surprising that Messenger expertly creates and displays HTML-based e-mail and Web pages. What is surprising is its unimpressive filtering system for unwanted e-mail. Filtering works only on incoming mail, and although you can apply up to five criteria before acting on a message, there are no autoresponding or forwarding options for when you're out of the office. We were also frustrated by the difficulty in administering multiple e-mail accounts. Unlike Calypso and Eudora, which make accessing mail from any POP3 address painless, Messenger requires you to exit the program and run the User Profile Manager each time you need to check a different account.

Though it lacks some of

the spit and polish of Eudora and Outlook, Messenger is a capable e-mail front end. And frankly, what more can you ask of a program that's free?

## Outlook 98 and Outlook Express for IE 4.0

★ ★ ★ 1/2 WIN 95 / MAC

Available since spring as a free upgrade to Microsoft Outlook 97, we reviewed Outlook 98 while it was still in beta testing. Although we focused on the strength and usability of its e-mail tools, Outlook 98 reaches beyond the typical functions of an e-mail package to combine contact management, scheduling, and electronic communications into a single interface. Outlook Express, a stripped-down e-mail-only version, serves as the electronic messaging component of Internet Explorer 4.0.

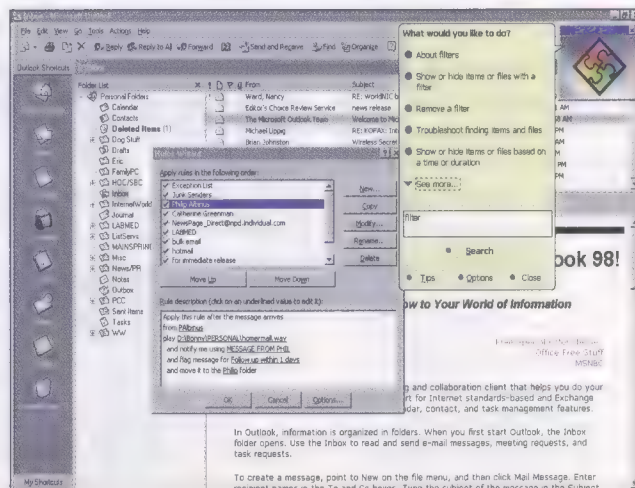
Upgrading to Outlook 98 or migrating to it from another e-mail package is the most painless operation you'll ever experience. During installation, the program easily absorbed

our existing POP3 connection protocols, along with our Internet mail and address book information, from its extensive list of options, ranging from Eudora Light to Netscape Mail and Microsoft's old Internet Mail. With a single click after installation, it felt like we'd been using Outlook as our e-mail solution for months.

In terms of mail handling, only Eudora Pro rivals Outlook for brute strength. You create filters with the Rules wizard on the Tools menu, and the options for mail actions are mind boggling. You can do just about anything short of forwarding messages to a pager, including defining a Junk Senders list for deleting spam. Our only gripe is that when messages filter into subfolders, you can't see them—Outlook's trick of bolding the text of folder names with new messages works only on the subfolder itself, not the top-level folder.

We were also impressed with Outlook's excellent address book tool, which is actually a full-fledged contact manager, as well as its seamless integration with the other members of Microsoft Office 97 suite. Additionally, Outlook supports HTML text styles and inline viewing of Web pages. As an e-mail package, Outlook 98 has power to spare, but it truly shines as a total electronic control center. ■

*In her search for the right e-mail package, contributing editor BONNY GEORGIA almost went postal. She's doing fine now, thank you.*



**CAN THE SPAM** Drowning in unwanted e-mail? Let the Rules wizard in Outlook protect you from junk mail.



# Stuck in a webjam? Take 9Net Avenue. And fly.

WWW.9NETAVE.NET

## web hosting from \$14.95. unix or nt.

The Web is crucial for any on-line business. A webjam on the Net is a one-way street to loss of sales and missed opportunities. 9NetAvenue offers fully scalable SGI Origin 2000 web servers and state-of-the-art network appliance file servers that are linked through industrial strength Cisco 7500 Series router, into redundant UUNet, MCI, and GTE International OC-3 lines. It's all protected by Zero-Tolerance UPS systems using diesel generators, and supported by a megabyte backup system. Using BGP-4 protocol and multi-homed connectivity, 9NetAvenue always finds the closest route to a

massive OC-12 fiber optic backbone, so you're never bogged down in traffic. And with features like PGP, SSI, mSQL, MS SQL, anonymous FTP and free shopping cart – with multiple POP3 accounts, personal CGI directory and library, and unlimited forwarding aliasing and auto responders – your business can run flat-out and never get stopped. With the Dedicated Dual Pro Processor we will keep Real Audio & Video streaming capabilities at its best for you.

Take the express route to successful enterprise on the Net.  
With 9NetAvenue your Web journey will always continue!

**9Net ONE Plan \$14.95/mo.**  
25MB disc space • 10 POP3 mailboxes

**9Net PRO plan \$39.95/mo.**  
100MB disc space • 25 POP3 mailboxes

**99% uptime & 90 day money-back guarantee**  
Toll free multilingual tech-support

**E-mail only \$7.95/mo.**  
(10 POP Accounts)

**Park Your Domain**  
**FREE**

**More on-line at [www.9netave.net](http://www.9netave.net)**  
Order on-line, get 1 month free.

**dedicated server, yours or ours from \$99/mo.**  
COMPAQ DELL DIGITAL Silicon Graphics

As an Internic "Premier Partner" we ensure instant set up and activation of an account.

**iCat** One stop e-commerce solution by iCat includes software, development, hosting, and a free listing in giantmall.com



CIRCLE READER SERVICE 76

1-888-9NETAVE 1-888-963-8283 1-201-933-0765

**[www.9netave.net](http://www.9netave.net)**





Don't you  
have more  
important  
things to do  
than wait  
on line  
at the  
Post Office?



**90 day  
FREE Trial**

Special Offer for new  
Pitney Bowes customers

## You need a **Personal Post Office**™

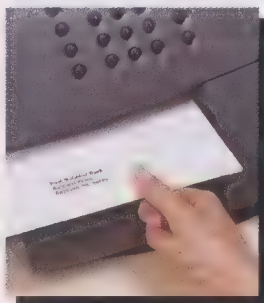
In a business world where time is money and image is everything, the new Personal Post Office™ gives you everything you need. You'll never go out for stamps again because postage refills by phone in under 30 seconds with total security. And you'll never use too much postage again because the electronic scale eliminates wasted postage. You can even add your own promotional message to ensure your customers and prospects open *your* mail immediately. And despite its big features, the new Personal Post Office™ fits on a corner of your desk!

### Look At All You Get For 90 Days Free!

- \* Pitney Bowes Personal Post Office™
- \* Electronic Scale
- \* Business-building direct mail CD-ROM



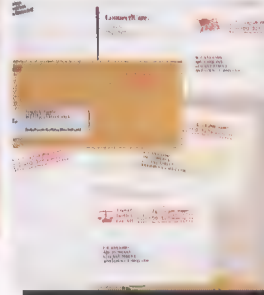
1. Weigh envelope on electronic scale for exact postage



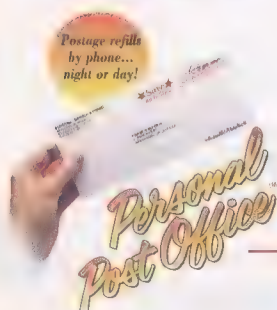
2. Insert envelope and admire instantly metered mail



3. Print a sales message or logo



4. Meter envelopes, flats and packages!



Limited time offer, so call now!

**1-800-5-PITNEY** Ext. PBHO

[www.pitneybowes.com/soho](http://www.pitneybowes.com/soho)

Mailing made simple™

**Pitney Bowes**



# Deliver Speedy Downloads

*Ten ways to quicker page views, faster images,  
happier visitors—and more hits*

**Y**OU CAN DESIGN A WEB SITE THAT'S PURE EYE candy, write copy that's awesomely compelling, and create a promotional campaign that's the envy of all. But if you're not watchful of your download times, your visitors will disappear faster than Fido does when you reach for doggie shampoo. Why?

Surfers are notoriously impatient, heading elsewhere if your home page displays slowly. A site that shines on your computer may run like, well, a dog when a visitor with a slow modem logs on. Fortunately, with these 10 programming tricks—which I've used to crank up the speed of [www.jwolsen.com](http://www.jwolsen.com)—you can transform a slowpoke site into a racing-class purebred.

**1. Put your HTML files on a diet.** When doing this, include dependencies, which are external files such as graphics that automatically load with HTML files. In general, keep each of your HTML files and its dependencies below 65KB. You can either manually tally the size of all your files or have Allaire's HomeSite HTML Editing Tools 3.0 (888-939-2545, [www.allaire.com](http://www.allaire.com); Win 95, NT; \$79 to download, \$89 on CD-ROM) do the grunt work.

If you run across a bloated file, split the content into smaller files with links among them and eliminate graphics that add little value.

**2. Reorganize pages—and reduce the perceived download time.** I recently redesigned a site with an ever-expanding and ever-slowng main page. It had a background image, logo, and banner graphic. The HTML file was approaching half the 65K limit, as were its three graphics. By studying the site log—which revealed that visitors often linked to a separate "What's New" page—I discovered the solution: Create a new

splash page for the background, banner, and logo, with links to the main and "What's New" pages. Now, because of its limited text, the splash page loads in about half the time of the main page. What's more, the main page loads in roughly half the original time. How's that? Visitor browsers can "cache" (store) graphics and use them again, rather than download multiple copies.

The same site also contained a painfully slow-loading photo gallery page.

The solution? Move each shot onto separate, nearly text-free HTML pages. Each individual photo page is now linked from the original page, which displays like lightning.

### **3. File (format) it right.**

The Web relies primarily on two graphic formats: GIF and JPEG. Which one you choose for a particular graphic is the most important factor in beating the download clock. As a general rule, continuous-tone graphics, such as a photo of your dog Fido, will reduce best with JPEG; line art with a limited color palette is best suited for GIF.

**4. Fiddle with file compressions.** With the JPEG format, you can compress your graphics to a smaller file size—without loss of quality—to speed your download times. And thanks to graphic utilities such as JASC's Paint Shop Pro (JASC Software, 800-622-2793, [www.jasc.com](http://www.jasc.com); Win 95, NT; \$99), you're able to test different compression levels and compare the output before posting images online.

**5. Tone down the color.** GIF files are capable of displaying a maximum of 256 colors, but your graphics may contain far fewer. To save valuable loading time, incrementally reduce the size of your GIFs and color selections with a graphics suite such as Paint Shop Pro or Micrografx's Webtricity (800-733-3729, [www.micrografx.com/webtricity](http://www.micrografx.com/webtricity); Win 95, NT;

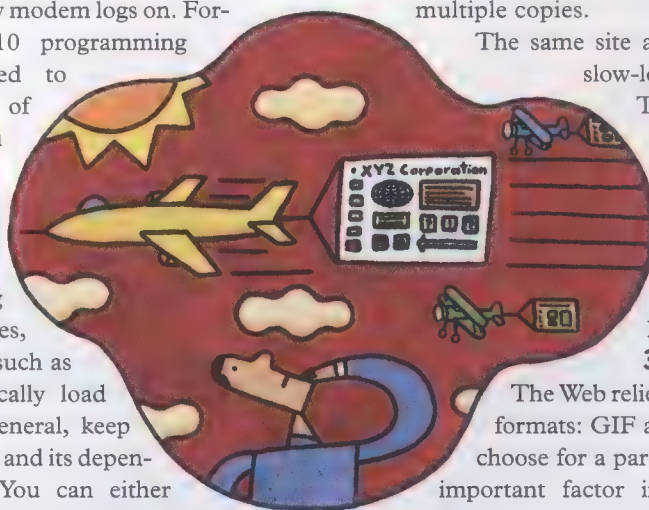


ILLUSTRATION BY JAMES KACZMAR

BY J.W. OLSEN



\$149.95). If your GIF looks great at 256 colors, for instance, sample it at 64 colors. If it still appears OK, try 32, 16, or fewer colors.

**6. Get your GIF (also known as interlaced) files in progression.** Why? Non-interlaced images display from top to bottom, one row of dots at a time, which at slow modem speeds can put visitors to sleep. But thanks to most popular graphic utilities, it's easy to interlace your GIF files. And with today's browsers, surfers can quickly see the outline of your interlaced GIFs before the final details are filled in on-screen, once again resulting in greater perceived speed.

**7. Recycle graphics.** Because the job of a Web browser is to store images, you can dramatically reduce your site's overall download time by reusing (at different sizes and orientations) graphics throughout your site, rather than creating new ones at each and every turn. Log on to [www.jwolsen.com](http://www.jwolsen.com), for example, and you'll see how I repeat-

edly use the letter "J" graphic: first as two hyperlink buttons on my splash page, then as a larger (in some cases rotating) logo on other pages. If I'd created separate images for each of those pages, my download time would have increased dramatically.

**8. Nix unnecessary graphics.** If the graphics on your site exist primarily to add pizzazz to bland pages, mercilessly exterminate them to rev up your downloads. Then enlist HTML features to color your Web world. Here are just a few suggestions: Replace the entire background with a color; colorize table cells; alter the color of text; and even splash background color.

**9. Reevaluate your snazzy extras.** Does each Java applet, imagemap, or Shockwave movie on your site provide enough bang for its download-time buck? If not, you may be appeasing your designer instincts while driving away impatient visitors. Either zap those multimedia time hoggers or, like the photo gallery mentioned earlier, let

viewers optionally link on the files themselves.

**10. Push your site to a higher programming level.** By converting your files to new dynamic HTML (DHTML), you'll cut back on your visitors' total download time. How so? Let's say a visitor clicks on a DHTML link associated with one of your services. Instantly, a photo describing that service appears—without the delay of another trip to the server—because the surfer's browser loaded (but didn't immediately display) the shot when it downloaded the original HTML file. Clicking the same button may hide the photo and restore the original text.

By following this programming regime, you'll turn your Web site into a speed champ in no time. ■

J.W. OLSEN *has contributed to more than a thousand articles and books about the Internet and technology, including his latest, Cascading Style Sheets Complete (McGraw-Hill).*

## Homegrown Site

Each month, we highlight a home-based Web site that impresses us. This month:

[www.angelfire.com/biz/aandaresume/index.html](http://www.angelfire.com/biz/aandaresume/index.html)

Although James Aure's A and A Resume started a decade ago in a spare bedroom in his Fisher, MN. home, his venture on the Web began less than six months ago. "When I went into this, I knew nothing about HTML," he says. "So I read a few tutorials on the Web about programming." From there, Aure

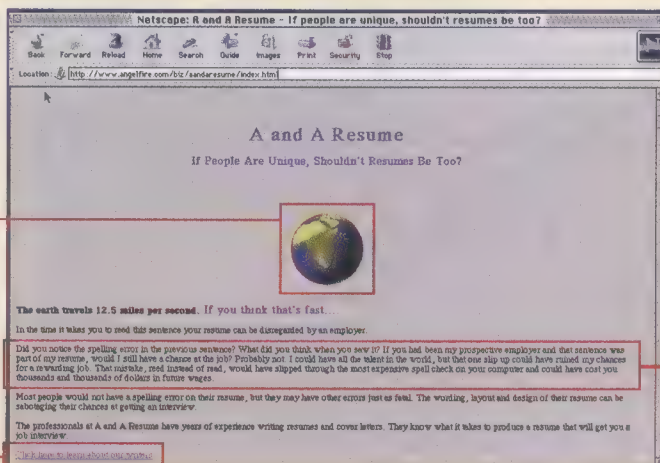
invested \$18 a month for an ISP and 80 hours of late-night time—a small price to pay for a whopping 70 percent growth in business. "If I'd known it was going to be this good, I would've come on the Net a long time ago," he says. Since he's linked with colleges, Aure racks up 250 hits a day.

### GIVE IMAGES A NEW SPIN

Besides grabbing the attention of visitors, this rotating globe immediately communicates the wide reach of A and A Resume. It's worked: Aure has clients from as far away as Hong Kong.

### PUT YOUR BEST FOOT FORWARD

Online buyers are leery about making purchases for fear of being ripped off. A and A Resume reassures prospects of its quality by providing the credentials of its writers, samples of its work, and client testimonials.



### CLEVER COPY

Testing the ability of visitors to spell is a fun and effective way to entice clients; immediately quoting a price gets them to buy.



# COPIERS

## #1 CANON NP-6650 Commercial Volume Office Copier

- Newly remanufactured to factory new condition with 0 meter count on copy counters
- 20 bin sorter
- Automatic stapler
- Fast 50 copies per minute copying
- 50%-200% variable enlargement/reduction
- 2 paper sources use: 8.5"x11", 11"x17", 8.5"x14"
- 50 sheet paper bypass
- Large capacity cassette: 2,500 sheets
- Stationary top
- Automatic paper supply selection
- Auto-magnification
- 50 page recirculating automatic document handler
- Manual and automatic duplexing
- Photo mode
- Multi-copy range: 1-999
- Many more features
- Dimensions: 41"x39"x26"
- Full 30 day O.E.O. warranty

**\$5,999.00!**  
List: \$20,630.00

## #5 XEROX PERSONAL COPIER

- Copies 3 pages per minute with letter copying or 5 pages per minute with letter & legal copying (unit cost is \$289.00 for upgrade version)
- 40 sheet paper supply
- Factory serviced
- Big features in a compact unit
- Xerox name
- Xerox quality

**\$199.00**  
List: \$995.00

Only the hottest performers from the top manufacturers make the O.E.O. ads. This summer's line of factory-serviced office machines, at up to 80% discounts offers nothing less than **TOTAL VALUE.**

**CUSTOMER SATISFACTION.** backed by O.E.O.'s nationwide power service program!

Your personal O.E.O. customer support veteran is always available to assist you in any aspect of your purchase... the buck stops

with your O.E.O. rep! O.E.O.'s Fortune 500 and "Mom and Pop" customers know that a call to O.E.O. is a call for quality, value and commitment.

That's why even machine manufacturers rely on O.E.O.'s servicing and power service program for their own refurbished product needs...

This summer, treat yourself to a day at the beach, from the ice cream man, a back yard barbeque and, of course, a peak office performing machine from O.E.O.!

**ALWAYS #1 in Price!**  
**ALWAYS #1 in Service!**  
**ALWAYS #1 in Support!**

## #2 RICOH FT5570 Commercial Volume Office Copier

- Newly factory remanufactured to RICOH's factory new specifications and condition with 0 meter count on copy counter
- 20 bin sorter
- SADF/ARDF semi-automatic feeder/ auto reversing document feeder
- 50 sheet duplexing
- 43 copies per minute copying
- 2 paper sources use: 8.5"x11", 8.5"x14", 11"x17"
- Multi-copy 1-999
- 60% to 155% variable enlargement/reduction
- Auto-magnification
- Auto paper selection
- Stationary top
- 50 sheet duplex via keyboard
- Mask, trim, and center
- Pause/interrupt standard
- Dimension: 19"x29"x30"
- Many more features
- Ricoh name
- Full 30 day O.E.O. warranty
- FREE AUTHORIZED RICOH INSTALLATION

**\$3,999.00!**  
List: \$17,995.00

## PLAIN PAPER FAX MACHINES HIGH-SPEED PROFESSIONAL PLAIN PAPER FAX #6

- 3-second quick scan to memory
- 300 sheet Single or dual paper trays (100.00 for dual)
- 14.4 bps plain paper fax
- 50 page document feeder
- 150 location autodialing & broadcasting
- 50 message headers
- Transmission reservation
- 11.7" wide scanning
- Dual access
- Built-in handset w/speaker
- Restricted access
- Job reservation
- Auto reduction & enlargement
- Batch transmission
- 300 sheet paper cassette
- 100 sheet output tray
- Encryption option
- 55 page document memory expandable to 2400 page
- High definition image transfer technology
- 50 mailboxes
- Substitute memory reception
- 64 level halftones
- Department tracking
- Remote diagnostics
- Timers
- Much more
- Factory serviced
- Full inexpensive parts and supply support
- Full 90 day parts and labor

**\$499.00!**  
List: \$3,995.00

## #3 XEROX HIGH PERFORMANCE OFFICE COPIER WITH 30 PAGE DOCUMENT FEEDER & HIGH-SPEED COPYING

- 30 page document feeder for automatic copying of originals
- Speed copying @ 14 copies per minute
- One-touch enlargement and reduction
- Stationary top
- Large capacity, 250 sheet, front loading paper drawer
- 10 sheet bypass for quick copies onto letterheads, transparencies, etc.
- Copies legal and letter
- Factory serviced
- Many more features
- Xerox name
- Xerox quality

**\$799.00!**  
(\*\$599.00 without Document Feeder)  
List: \$2,995.00



## #7 XEROX 7024

- High definition plain paper image transfer
- 9600 bps digital modem
- 30 page document feeder
- Auto fax/tel
- Message headers
- 65 location broadcast & autodialing
- Answering machine interface
- Wide scanning
- Front loading paper drawer
- Full activity reporting
- Closed network capable
- High resolution scanner
- 16 page store & forward memory
- 250 sheet plain paper drawer
- 50 sheet output tray
- Delayed transmission
- Full O.E.M. parts and supply support at low cost
- Full 90 days parts and labor warranty
- Factory serviced

**\$399.00!**  
List: \$2,995.00

## #8 MAJOR BRAND PLAIN PAPER FAX

- Uses standard Hewlett Packard inkjet cartridge
- Auto-speed dialing to 49 locations
- Hands-free dialing
- Plain paper, high resolution fax
- 64 level halftones
- Auto fax switching
- 20 page document feeder
- 25 page document memory
- Full transmission reporting
- Many more features

**\$199.00!**  
List: \$995.00

Please allow 5-9 working days for shipment. All orders are shipped c.o.d. VISA, MasterCard, Amex, or prepayment. All equipment sold by O.E.O. is factory serviced/ refurbished unless otherwise indicated. Some units do not include supplies. All warranty work is handled by O.E.O. unless otherwise indicated. All units have 90 days parts and labor warranty unless otherwise indicated. Thank you for your patronage!

Bring this magazine home with you, it's **COMPLIMENTARY!**

It's Summertime at

# OFFICE EQUIPMENT OUTLET

CALL Toll Free:

**1-800/553-2112**

Ask about our incredible

**4-YEAR**

**Warranty!**

285 Industrial Dr., Wauconda, IL 60084

Fax Toll Free: 1-800-541-3470

Visit Our Website [www.oeo.com](http://www.oeo.com)

Your buck stops at O.E.O.!

Another sale - coming 44 from Avire Equipment Group Chicago, IL • 616-725-1518



# What's Your Time Worth?

*To gain more power for your hours, use these software packages and financial strategies*

**I**N THE EARLY 1980s, TIM BRITT WAS WORKING HARD and living high. "You could bid just about anything you wanted and still get plenty of jobs," remembers the home-based construction contractor. But in 1986, the stock market crashed, and with it went the I-don't-care-what-it-costs mentality of Britt's clients. At a time when the Brooklyn business owner was trying to expand his venture, his customers were becoming dollar conscious.

So Britt repositioned his company and went after larger projects. That's when the real problems began. For these large jobs, he bid the same amounts that he'd been quoting for smaller, simpler ones. And as these megaprojects dragged on, they required more of his time—and money. Particularly never-ending were the renovations of upscale Manhattan apartments: Clients would find additional work for Britt to complete before they'd sign off on the job, causing him to spend roughly 20 percent more time than he'd anticipated.

To make matters worse, Britt would underbid projects even more in order to get downpayments to spend on supplies and payroll to finish the previous one. As a result, for the last two years Britt's been in a downward spiral, buying cheap work, borrowing from Peter to pay Paul, working 60 hours a week, and hemorrhaging money. Finally, in December 1997, he pulled the plug and filed for bankruptcy.

When you're self-employed, it's easy to sell yourself short. Even veterans who aren't careful about divvying up work hours can find themselves in the poorhouse. Like Britt, you can misprice your time when the market changes or when you go after a different type of client. So how do you gain more power from your hours? First, nail down how long every assignment will take, then set

a rate that provides a high enough profit margin. Next, use software and the following financial strategies to get a handle on your hours and demand the dollars you're really worth.

**Enlist technology to monitor your minutes.** Time-focused entrepreneurs no longer have to worry about filling out time sheets or calculating for unexpected interruptions in the day. A number of financial packages will track your billable hours in ways that will guarantee you'll never lose track of dollars.

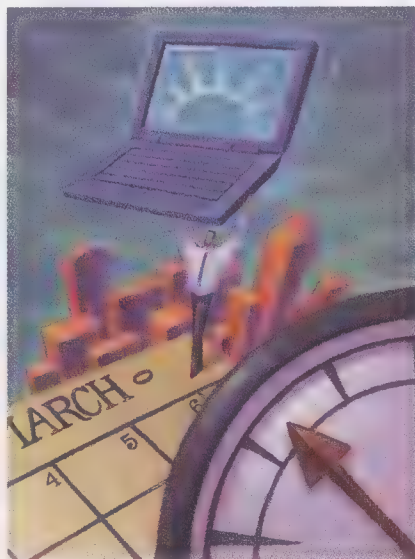
For example, if you're like Britt and need walk-around power, consider TimeReporter (Iambic Software, 408-882-0390, [www.iambic.com](http://www.iambic.com); \$119.95). The software tracks your on-the-road time with stopwatch precision, allocates expenses to clients or tax categories, and keeps automobile logs and customized time sheets for customers who request them.

Best of all, the package loads on the PalmPilot, Newton, and Windows CE-compatible personal digital assistants as well as notebooks.

It also exports to a variety of programs, including Excel, Quicken, Quickbooks, and Timeslips. What does this mean? You'll never have to leave your time records at home or get frustrated with a pesky pencil-and-paper arrangement.

To integrate your calendar, time tracking, and billing, check out Time & Profit (BytePro Corp., 888-298-3776, [www.bytepro.com](http://www.bytepro.com); Win 3.1, Win 95, NT; \$179). With this program, you can enter an unlimited number of billing rates customized for client needs; use the built-in stopwatch feature to monitor your hours while you work at your desk; enter appointments in your calendar that will automatically be billed to your clients; and spit out invoices as detailed as you'd like them to be.

If you're of the Mac persuasion, you'll find Timeslips



BY LINDA STERN



Deluxe for the Mac (Sage U.S. Inc., 972-818-3900, [www.timeslips.com](http://www.timeslips.com); \$299.95) your time-management gold standard (also available for Win 3.1, Win 95, or NT). This combination time-tracker-contact manager-billing program, which exports data to most popular accounting and spreadsheet packages, lets you define an unlimited number of hourly rates for different chores and clients. While you're working, an unobtrusive stopwatch sits in the corner of your monitor tallying your

## If you're self-employed and plan to work a 40-hour workweek, expect to bill only 1,000 hours a year.

valuable money-making minutes.

For a full-featured accounting program that includes a time-tracking function, install QuickBooks Pro (Intuit, 800-446-8848, [www.intuit.com](http://www.intuit.com); Win 3.1, Win 95, or Mac; \$199.95) in your system. The built-in time sheets post to employee paychecks and/or customer bills, and you can use them to create estimates for new jobs. The software package will even teach you to be a better bidder the next time around: It compares actual and estimated costs by job, service activity, and resale items.

### Make decisions based on your data.

Recording your hours worked and passing those costs through to your clients is just one piece of time-is-money profitability. To really get ahead in business, you should study the data you've input to your PC to determine what type of work and client is most profitable for you.

**Be realistic about your hours**, especially when setting your rates. Most people think they've more time on their hands than they actually do. Consider this useful rule of thumb: If you plan to work a 40-hour workweek; want to take breaks for vacations, sick leave, and holidays; and do your own marketing, bookkeeping, and other "overhead" chores, expect to bill only 1,000 hours

a year. That means that if you want to gross \$80,000 annually, set your hourly rate at \$80 an hour.

But even with that in mind, you may not be sure how long a project will take. So, particularly if you're a business newbie, try to charge clients on an hourly basis—that is, until you have a fairly firm idea of how long a typical job runs. If you prefer flat fees, pad your rates to allow for unforeseen circumstances.

### Build endings into your projects.

Britt lost money when his clients kept discovering little extras they wanted him to do before the project was complete. He might have been able to limit that problem had he required progress payments that kept pace with the work he was doing. That way, when he was substantially finished working, his client would have been essentially finished paying. A writer, for example, might include a two-rewrite maximum in a contract; a computer consultant might charge one fee for a software upgrade, then bill miscellaneous questions and problems on an hourly basis.

**Draw inspiration from other professionals**, especially the mothers of all time trackers: lawyers. Many attorneys bill in 15-minute increments, but that means every quick phone call, every memo, every small trip to the fax machine gets captured. Most attorneys train themselves to work with a time sheet on their desk, and you could easily get in the habit of always filling yours out too.

Consider the home-based entrepreneur Britt. Today he works as a subcontractor, selectively accepting jobs from contractors who shield him from the clients who used to sweet-talk him into more for less. "I stopped giving work away. I'm strictly business now," he notes. "When you think you know how much a project's going to take, double it." ■

*Contributing editor LINDA STERN is author of Money-Smart Secrets of the Self-Employed (Random House).*

## FORM YOUR OWN CORPORATION in any state, as low as \$45



**Steve Brooks**  
Incorporation Specialist  
The Company Corporation

**Y**ou know the advantages of incorporating: Protection of personal assets from lawsuits. Attracting investors. And more.

### Cut out the middleman & save up to 90%

Now you can obtain these advantages when you incorporate through The Company Corporation, the largest incorporator in Delaware, with offices nationwide. The Company Corporation can incorporate your business...over the phone...FOR AS LITTLE AS \$45, plus a state filing fee — usually \$74.

### Forming corporations is all we do

The Company Corporation provides corporate services to entrepreneurs. We can incorporate you in any state. Just call us with your credit card, and we'll do it all by phone, including name reservation.

### FREE • FREE • FREE

Send for our FREE publication, "How to Form and Service a Corporation at Very Low Cost." Learn everything you need to know to form your own corporation...legally, quickly, and affordably, with maximum protection for your personal assets.

### Protect your future

Do yourself, your family and your business a favor. Take about 8 minutes and call the number below. We'll incorporate your company on the spot. Or, we'll reserve your corporation's name for 30 days while you finalize your plans. Incorporating is a powerful step in controlling your future. Take that step today.

### THE COMPANY CORPORATION

**1-800-542-2677**

<http://www.incorporate.com>  
AOL Keyword: incorporate

All Corporations Guaranteed Legally Correct  
© The Company Corporation 1998



# Trade Show Tricks

*Quit clowning around at expos. Here's how to market, make contacts, and outperform rivals*

**B**USINESS DEVELOPER BILL SILVA STRIDES THE floor of the technotrade show Comdex, Apple MessagePad 2000 in one hand, outlined map of the Mecca in the other. He's got an 11 a.m. meeting with a prospect, booked weeks ago. The journey to the booth proves daunting. He passes vendors handing out T-shirts and tote bags, slick brochures and software. Salespeople beckon to him like barkers at a circus. Silva keeps his eyes peeled for announcements of new products or interesting spins on existing ones. His radar zeros in on a networking product. Does it have partner potential? Instantly, he inputs the company's URL to his personal digital assistant and continues his quest. Silva knows you don't go to trade shows only to return to your home office with 73 business cards from people you can't remember, 12 stress balls, and a pile of pens.

"I look for stuff that complements my company's products," says Silva from his home office in Hollis, N.H. As director of business development at BBN Technologies, which produces among other things wearable networks for telecommuters, "I scout for hints in sales and marketing materials that reveal how we can team with potential partners we didn't know existed. I also want to see what the competition has."

Reasons for attending trade shows, conventions, and expos can be as varied as logos on promotional visors. Some people enroll in the educational seminars, others check out new products, says Carolyn Schlichtig, director of operations at Ullo International, a trade show management firm in Norwalk, Conn. For a home-

based business owner, industry events are the best places to market your services, make new contacts, and gain a competitive advantage.

To get the most out of trade shows, Schlichtig suggests that you allow yourself enough time to attend.

Even if you're wearing sensible shoes, "you can't whip through the aisles," she says. "You may need days to see everything." Indeed, prospecting at trade shows can be overwhelming. To help you build business while scanning the show floor, we asked veteran attendees for their favorite tools, tricks, and techniques.

## **Pack mobile marketing gear.**

If Silva finds something of interest on the show floor, he jots it in his MessagePad. "Many people have PalmPilots, Windows CE machines, all kinds of things. But a laptop is too heavy to carry around all day," he says.

Other adept attendees list the following among their indispensable accoutrements: their PDA attachable keyboards (which let you assemble a desk at the lunch table, take notes while listening to voice mail, and respond accordingly), portable printers (the \$399 Pentax PocketJet II Kit, for instance; 800-543-6144), and a business-card scanner (like DynaFirm's \$299

CardJet, which scans batches of up to 200 cards and dumps the data into the PalmPilot; 800-467-1495). True veterans add to that collection a bottle of water, a thorough floor plan, and energy bars.

**Plot your sales course.** Even with the proper supplies, much of what's needed for a successful trade show experience can't be carried. That's why "the smart attendee calls ahead of time," says Schlichtig. "He'll get the show directory, a floor plan, a meeting room layout, and a list of seminars and speakers. Then he'll call prospective



BY CAROL

LEONETTI DANNHAUSER



companies to find out if the person he wants to speak with is going to attend and if he can arrange a meeting."

If you're attending an industry-specific expo such as Comdex, you know the key players will attend. "I use it as an opportunity to schedule business meetings to accomplish specific things," says Silva. "The trade show is

## Many trade shows offer kiosks with PCs to send e-mail, type up notes, and surf vendor sites.

the public agenda. But [to market your services,] the private agenda is quite frankly more important. And if you don't set a time for in-depth meetings, it's catch as catch can—and sometimes you can't catch."

Silva not only books his meetings well in advance, he also maps out the route he'll follow once he arrives. "The most revolutionary aspect in trade shows is the advent of the Web, which helps you plan an optimized path through the floor," he says. "Before, you walked in and were handed a bunch of brochures and were overwhelmed. Today, you sit in your office a week before the event, log on to the show Web site, and plug in keywords of items you're looking for. The process helps you map out a navigational path that doesn't send you to one hall, then the other."

**Flag follow-throughs.** Strategies vary on what to do with the information attendees accumulate. For Marjorie Mizes, VP of new market development for the publishing firm Thomson Financial Services and a trade show aficionado, if it doesn't fit on the back of a business card, chances are she doesn't take it. So Mizes, who prefers to travel light, writes notes in shorthand on the backs of business cards, then saves them in an envelope. She doesn't lug around a laptop, and if she's handed show material that doesn't fit into her purse-size planner, it doesn't go home. "I handle it right there, because

somewhere along the line you'll meet someone you have a great conversation with; an hour later, you've forgotten what it was you wanted to put on the card," she says. "I keep only the cards of the people I expect to follow up with. If I spot something incredibly hot, I'll pick it up. But when I get back to my hotel room, I go through everything. If it makes it home, that means it was important."

Unlike Silva, Mizes doesn't have a predetermined route: "I'm going to walk the whole floor no matter what. You don't know what you're going to find or what people are going to reveal." Her agenda is to watch salespeople, and she admits to enlisting a few—whom she saw in action on the trade show floor—to work for her.

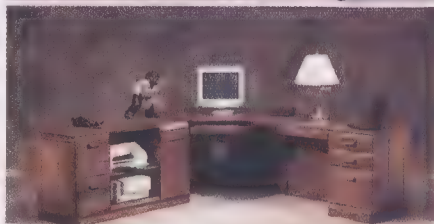
**Tie a tether to the home office.** Few people have the liberty to roam a trade show freely with nary a care about their business back at home, Schlichtig notes. Many must check their e-mails and calls. If that's your situation, it's worth checking out ahead of time what services will be available at the show. More and more trade show managers are setting up kiosks with PCs, from which attendees can send and receive e-mail, type up notes, and surf vendor sites. Some even offer cell phone and pager rentals and mail and fax services, cutting down on the amount of material you have to carry home. And more sophisticated expos provide vendor "lead retrieval," for those occasions when you want information but don't have the time or the energy to stand around waiting for it. You swipe your badge through a bar-coded scanner that reads your name, phone number, and e-mail address, and salespeople can follow up with you later.

Although trade show automation cuts back on your time to schmooze, it lets you attend to your other marketing demands, such as hitting all the after-show parties. ■

*Business reporter* CAROL LEONETTI DANNHAUSER writes for The New York Times and other business publications.

# COMPUTER FURNITURE

Delivered Direct to Your Home or Office



Create the ultimate personalized work space with sturdy, real wood furniture. We deliver and set up in your home or office. Enjoy factory direct savings on over 25 different desks priced delivered from \$419.



Call Today For Our Free Catalog  
1-904-565-1163

Please refer to ad code: H069N

WEB SITE: WWW.CF-DIRECT.COM



# Tame Office Online Time

*Don't watch your PCs and Qs, and you could get sued.*

*Here's how to set up a surfer policy*

**M**UCH OF THE CHARM OF WORKING FROM HOME is the informality: Your dog flops under your desk. You can shoot baskets in the driveway at lunch. And the home office helper tapping away at a computer down in the basement or up in the attic feels almost like family (if he or she isn't already).

But whether you have one, two, or 20 support staffers in your cozy, casual environment, the office Internet and e-mail accounts have opened you to legal liability. What if your workers spend work hours exchanging racial jokes online? Or carry on steamy electronic flirtations with customers? Concerned about these and similar legal issues, smart entrepreneurs are drawing up office policies and policing the use of Internet and e-mail accounts with software. "It's important to have an Internet policy," says Alan Sutin, an attorney at Greenberg Traurig in New York. "Even owners with only one employee should be concerned about this issue."

Why? One reason is to keep your help from wasting time by monitoring mutual funds or drooling over *supermodel.com*. Workers spend as much as 50 percent of the day on the Web viewing nonbusiness-related

sites, says Phil Lumish, VP of sales and marketing for Kansmen Corp., publisher of the office monitoring software Little Brother (800-200-9881, [www.littlebrother.com](http://www.littlebrother.com); Win, Win NT; \$295 for the 10-user version, \$495 to block site access).

There are also compelling legal reasons to keep your staff's minds on work. For example, offensive material visible on someone's computer screen or circulated by e-mail—such as sexually explicit photos—can be used as "hostile work environment" evidence against you in sexual harassment and other discrimination lawsuits. Your PCs and Internet account "are tools, like the office fax or copier," says Terri Casarez of the Dawson Group, a human resource consultancy in Irving, TX. "They should be used for business purposes."

For technopreneurs, addressing the issue of online usage is even more important. At Khera Communications, a formerly home-based Web development company, only work-related e-mail and Web surfing are allowed. "Since we're constantly on the Internet, we had to set a policy," explains president Raj Khera, who had five employees when he moved his operations out of the basement and into commercial office space. "If [the staff would] like to use the Internet for personal purposes, we ask that they establish an account with an Internet service provider and use that at home."

**Security in Cybertimes** Besides banning personal Internet use, make sure your office policy covers the proper use of all your equipment. At Greenberg Traurig, for instance, Internet and e-mail use are sheltered under the umbrella of an "information security policy," which encompasses the office fax and voice mail. Regardless of how you pull your surfer policy together, key legal issues you should cover include:

- **Personal use of the Internet.** Just as you should do for your phones, allow home office helpers limited personal use of the Internet, suggests Sutin. One approach is to permit personal use at specific times of day (lunch hours, for example, or after 5 p.m.). And consider other restrictions, such as access to adult-oriented or computer gaming sites. Regardless of how you



BY PATRICIA M. CAREY



phrase it, emphasize that personal use must be legal, ethical, and in accordance with all other office rules, including anti-harassment.

•**Internet behavior.** When your work-at-homers access the Net, they are, in effect, representing you. That means they shouldn't be permitted to cloak their identities online or engage in behavior that could hurt your reputation or expose you to legal liability. Keep in mind, too, that the ease of e-mail can promote carelessness. Caution everyone in your office against disclosing trade secrets or making unauthorized commitments on your behalf.

•**Right of access.** Although state laws vary slightly, as a general rule, you have the right to view or intercept files or communication residing on your computer network or transmitted using your software, hardware, or Internet account, says Sutin. Anyone in your workplace should be reminded that you retain this right of access, even for personal communications. To give you greater access to office information, ban locking keyboards, file encryption, and passwords unknown to you.

•**Consequences.** This point in your policy "typically might be phrased, 'Those found in violation will be subject to discipline up to and including termination,'" says human resources expert Casarez.

**Stand By Your E-Rules** Once you've set your policy, you have the option of tracking compliance with a number of electronic monitoring and blocking software products. Kansmen Corp.'s Little Brother, for example, monitors Internet traffic over your LAN and reports who goes where and for how long. Destinations that appear in Kansmen's database of 90,000 Web sites are also classified as productive, nonproductive, and neutral.

Another monitoring package, especially useful as a deterrent against workers playing video game applications, is The Internet Watchdog (Charles River Media, 800-382-8505, [www.charles-river.com](http://www.charles-river.com); Win 95, Win NT; \$39.95 for the single-user version, \$99.95 for

the 10-user version). It allows you to capture random screenshots of all computer activity, records application uses, and logs downloaded graphics. To further prevent costly litigation, consider installing a full-fledged blocking package such as X-Stop (Log-On Data Corp., 888-STOP-XXX, [www.xstop.com](http://www.xstop.com); Win, Win 95, Mac; \$320 for the 10-user version) on your system. It screens out pornography and other offensive materials on Web sites, FTP, Gopher, Chat, and newsgroups.

**Be Consistent** Although you generally have the legal right to keep an electronic eye on people working in your office, there's one caveat: Uneven monitoring of different individuals could be perceived as discriminatory in the eyes of the law, cautions Casarez. And if you don't have concrete evidence of wrongdoing (such as someone complaining about e-mail harassment from one of your workers), it's best to focus on bottom-line productivity. Instead of saying, "So and so isn't performing. I'll go see if she's wasting time online," Casarez recommends you discuss the problem directly with your worker.

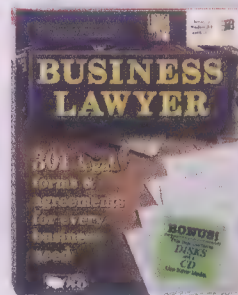
Furthermore, says Sutin, if you say you're going to monitor for misuse, you'd better be prepared to follow through. Otherwise, you could increase the chances of being held liable if something goes wrong. "If it turns out there's [illegal] activity going on that you knew about, or should have known about, you're exposed," he warns. "You're generally better off establishing a policy of intolerance of misuse and taking strong action against those who violate your policy."

Then there's the issue of trust. Small-business owner Khera, for one, believes installing an electronic watchdog on his PCs would hurt morale and take the fun out of his workplace. "If I find a person's performance slipping, I talk to him about what he can do," he says. "I don't monitor his every action." ■

*Home-based business writer PATRICIA M. CAREY admits to surfing real estate sites on her (own) company's time.*

00463-1

**E-Z Legal Software**



## ...For Less Than You Paid for Your Mouse.

\$29.95 plus \$3.50 s & h.

Florida residents add 6% sales tax

**30 Day Money Back Guarantee**

- Protect your rights, your assets, and your interests without the added expense of an attorney.
- Prepare your own legal documents and agreements safely, easily and inexpensively.
- Contains a complete library of the most useful legal forms and letters for every business need—contracts, settlements, leases, notices, credit & collection devices, affidavits, powers of attorney, bills of sale and more—over 300 forms in all.



Do-it-yourself legal work is nothing to be afraid of. For 10 years people have purchased millions of E-Z Legal forms, books and guides at major office supply, stationery, and book stores nationwide. Join the millions of Americans who are saving time and money by handling their own legal matters.

KEYCODE: **HOC1**



**Order Today!**

**Call 1-800-231-9688**

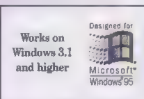
Put your copy of E-Z Legal software to use at once. You don't have to be a legal wizard to handle the routine legal matters of running your business yourself.

**E-Z Legal® Software**

384 S. Military Trail

Deerfield Beach, FL 33442

<http://www.e-zlegal.com>



Windows® is a registered trademark of the Microsoft Corporation. E-Z Legal®, E-Z Legal Forms® and "...when you need it in writing!" are registered trademarks of E-Z Legal Forms®, Inc.

CIRCLE READER SERVICE 85



# Cut Costs, Not Quality

*When your design tastes and budget are worlds apart,  
here's how to have the best of both*

**A** GOOD DESIGN IS REALLY JUST A SERIES OF GOOD decisions. You set a goal, compose your message, create a layout, and illustrate your points. The quality of the result—and its cost—is the sum of all the decisions you make along the way.

To demonstrate this, I've created high-end and low-end versions of a flier that will go to 50 customers.

Is one flier better than the other? I don't think so. The high-end version costs significantly more but is also

more specific and has finer visual details. But as you examine each element of the low-end version, you'll see how making just a few simple changes can save you a substantial amount of money without sacrificing serviceability. It's up to you to decide where you want to splash out and where you want to save. ■

CHUCK GREEN wrote *The Desktop Publisher's Idea Book, 2nd Edition* (Random House, [www.ideabook.com](http://www.ideabook.com)).

**Joanne Sampler**  
DESIGN

**Great interiors begin with a dream**

Lorem ipsum dolor sit amet con-  
sectetur adipiscing elit, sed  
diam nonummy nibh euismod  
tincidunt ut laoreet dolore magna  
aliquam erat volutpat. Ut wisi  
enim ad minim veniam, quis  
nostrud exerci tation ullam  
corper suscipit lobortis nisl  
ut aliquip ex ea commodo  
consequat. Duis autem vel  
eum iriure dolor in hendrerit  
in vulputate velit esse molestie  
consequat, vel illum dolore  
eu feugiat nulla facilisis at  
vero eros et accumsan et iusto  
odio dignissim qui blandit  
praesent luptatum zzril delenit  
augue dui dolore te feugait  
nulla facilisi. Lorem ipsum  
dolor sit amet, consectetur  
adipiscing

**Tell me your dream**  
Call 987-654-3210

What is your dream? Return this to me at P.O. Box 123, Your City, ST 12345 or call me at 987-654-3210

Describe your project

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

## THE HIGH-END FLIER: \$6,888

**SOFTWARE** High-end publishing programs such as QuarkXPress (\$995) are worth the cost—if you design page layouts frequently and you're willing to take the time to learn them. They also have an edge over less expensive programs when you're preparing files for a printing press.

**FORMATS** Although many software packages include a battery of fonts, most designers still buy individual typefaces for specific jobs. This flier's headline was created using the Adobe Myriad Multiple Master (\$95)—an elegant typeface that lets you create unlimited bold and light, condensed and expanded variations.

**ILLUSTRATION** The chair is part of an image from the Dynamic Graphics Designer's Club, a subscription service that provides you with a collection of new and seasonal images every month (\$53 a month).

**PHOTO** A custom photo will picture things just the way you want them. In this case, we went to a photography studio and composed a shot using our choice of fabrics and colors (\$250).

**PRINTER** How you print your pages will mean the difference between the perfect flier and one that's not quite perfect but does the job. The print quality of a color PostScript laser such as the Tektronix Phaser 560 (\$5,495) is superior to that of an ink jet.

BY CHUCK GREEN



## The Doctor Prescribes



Have you discovered picture fonts? If not, you're in for a treat.

They're a collection of little thumbnail illustrations and symbols stored in font format—you just type in the corresponding letter and up pops a picture. To make the picture larger or smaller you change the point size. Picture fonts are easy to install and take up a fraction of the space a clip-art collection would. And because they must be readable at very small sizes, they make great quickie logos. Some of my favorites are Dick & Jane and Picturefont Household Items from FontHaus (800-942-9110, [www.fonthaus.com](http://www.fonthaus.com); starting at \$30) and the Journeys and Celebrations DesignFonts from International Typeface Corp. (212-949-8072, [www.itcfonts.com](http://www.itcfonts.com); \$90).



GET THE PICTURE Celebrations DesignFonts

**Joanne  
Sampler  
DESIGN**

# Great interiors begin with a dream

Lorem  
 ipsum  
 dolor sit  
 amet, con  
 sectetur  
 adipiscing elit,  
 sed diam nonummy nibh  
 euismod tincidunt ut  
 laoreet dolore magna  
 aliquam erat volutpat. Ut  
 wisi enim ad minim  
 veniam, quis nostrud  
 exerci tation ullam  
 corper suscipit lobortis  
 nisl ut aliquip ex ea  
 commodo consequat.  
 Duis autem vel eum  
 iriure dolor in hendrerit  
 in vulputate velit esse  
 molestie consequat, vel  
 illum dolore eu feugiat  
 nulla facilisis at vero  
 eros et accumsan et iusto  
 odio dignissim qui  
 blandit praesent  
 luptatum zzril delenit  
 augue duis dolore te  
 feugait nulla facilisi.  
 Lorem ipsum dolor sit  
 amet, consectetur  
 adipiscing elit, sed diam  
 nonummy nibh euismod

## Tell me your dream

Call 987-654-3210

What is your dream? Return this to me at P.O. Box 123, Your City, ST 12345 or call me at 987-654-3210

Describe your project:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

### THE FRUGAL FLIER: \$579

**SOFTWARE** If you do design work infrequently and print your final projects in-house, a program like QuarkXPress is probably overkill. Here we used Microsoft Publisher (\$95) to create a layout similar to that of the high-end flier.

**FONTS** This TrueType font, Impact (\$0), is one of the many included with Microsoft Publisher. It lacks the flexibility of the high-end flier's PostScript font but it does the trick if your design needs are limited.

**ILLUSTRATION** The illustration of the tape measure in this frugal flier is from the New Vision Home Edition (\$15), a collection of 2,000 images on CD-ROM.

**PHOTO** Instead of a custom photograph, we substituted a stock photo (\$69) from the online PhotoDisc library at [www.photodisc.com](http://www.photodisc.com). The stock photo is less specific than a custom one but it more or less manages to convey the same message.

**PRINTER** Here we printed the flier on an Epson Stylus 800 ink-jet (\$400). Depending on how you plan to distribute your flier—and who you're distributing it to—you may well find the ink-jet print quality sufficient. How much are these and all the other differences worth? You be the judge.



**SACRIFICE NOTHING!**  
**Micronix**

**Reliability  
 Performance  
 Service & Pricing**

**"TOP 100 best place to buy for competitive prices, cutting-edge technology, and quality tech-support!"**

**-PC COMPUTING FEBRUARY '98**

## INTEL P-II 400/350MHz

**NEW!**

**MVP-1960 \$2199** Business Lease \$74/Mo., 36Mos.

- Intel 440BX AGPset DFI™ Mainboard
- Intel PII-400MHz CPU, MMX Tech, 512k
- 64mb Fast 10ns SDRAM (128mb +\$119)
- 6.4gig Ultra ATA HDD (8.4gig +\$79)
- 8mb AGP 3-D Matrox Productiva G100 Video
- Deluxe ATX Tower, 3.5" 1.44mb Floppy
- 17" (16.0" v.i.s., .27dp) Monitor (19" +\$299)
- **NEW!** 56Kflex or X2™ V.90 Voice Fax/Modem
- Sound Blaster AWE64 PCI Wavetable Sound
- 32X Max EIDE CD-Rom (DVD II +\$149)
- Sub-Woofer, Surround Sound HI-FI Speakers
- 105-Key Enhncd KB, 2-Button Internet Mouse
- Lotus SmartSuite '97 or Corel WP Suite 8
- Microsoft Windows 95 sr2verB
- Amazing Pak of CD-Titles w/ '98 Encyclopedia
- I-Omega 100mb Int. Zip Drive w/ 2 disks +\$99
- 3 Yrs Parts Warranty, Life Labor, Toll-Free Tech
- 1 Year Next-Business Day On-Site Warranty

**NEW!**

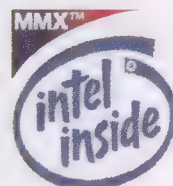
**MVP-1955 INTEL PII-350MHz...\$1999**

## INTEL P-II 300/233MHz

**MVP-1950 \$1499** Business Lease \$50/Mo., 36Mos.

- Intel 440LX AGPset DFI™ Mainboard
- Intel PII-300MHz CPU, MMX Tech, 512k
- 32mb Fast 10ns SDRAM (64mb +\$59)
- 4.3gig Ultra ATA HDD (6.4gig +\$59)
- 4mb AGP 3-D Graphics Card
- Deluxe ATX Tower, 3.5" 1.44mb Floppy
- 17" (15.9" v.i.s., .28dp) Monitor (19" +\$299)
- **NEW!** 56Kflex or X2™ V.90 Voice Fax/Modem
- 3-D Wavetable Stereo Sound Card
- 32X Max EIDE CD-Rom (DVD II +\$149)
- Sub-Woofer, Surround Sound HI-FI Speakers
- 105-Key Enhncd KB, 2-Button Internet Mouse
- Lotus SmartSuite '97 or Corel WP Suite 8
- Microsoft Windows 95 sr2verB
- Amazing Pak of CD-Titles w/ '98 Encyclopedia
- I-Omega 100mb Int. Zip Drive w/ 2 disks +\$99
- 3 Yrs Parts Warranty, Life Labor, Toll-Free Tech
- 1 Year Next-Business Day On-Site Warranty

**MVP-1943 INTEL PII-233MHz...\$1299**



pentium® II  
 PROCESSOR

**400MHz  
 17" MONITOR  
 LOADED!**

**\$2199**

- ☑ Up to 5 Years Warranty for Parts
- ☑ Up to 3 Years Next-Business Day On-Site Warranty
- ☑ 24hours/ 7days a week Toll-Free Tech Support Available
- ☑ Lifetime Labor Warranty
- ☑ 30-Days No-Questions Asked Money Back Guarantee\*
- ☑ BEST QUALITY COMPONENTS



## PORTABLE POWER

**NEW! XBX-1936 \$3399** Business Lease \$114/Mo., 36Mos.

Intel 266MHz Mobile Pentium II (IMM) CPU w/MMX  
14.1" Active Matrix TFT Screen  
NeoMagic 128-Bit Graphics Accelerator w/TV-OUT  
64mb SDRAM Memory 10ns (128mb +\$299)  
Removable 3.2gig EIDE HDD (4.0gig +\$249)  
24X Fast EIDE CD-Rom (DVD 2X +\$149)  
Built-In 56K Flex Rockwell Fax/Modem  
Li-Ion Battery (up to 3 Hours Operating Time!)  
Built-In 100/10 Base-T Lan Adapter  
200Mbps Built-In IEEE 1394 High Bandwidth Serial Bus  
Advanced Data Security w/ 32-bit Encryption  
Microsoft Windows 95 sr2, verB, Lotus SmartSuite '97  
(WordPro, 1-2-3, Organizer 97, Approach 97...)  
Two USB Port; Microphone Jack, Audio-in/out Jack  
1year On-Site Warranty & 24-hour Technical Support

**XBX-1933 Intel Mobile Pentium II (IMM) 233MHz...\$3199**

**XBX-3200 \$1799** Business Lease \$69/Mo., 36Mos.

Intel 200MHz Mobile Pentium CPU w/MMX Tech  
12.1" Active Matrix TFT Screen  
2mb Video Ram w/ MPEG Software  
32mb Fast-Page Memory (64mb +\$99)  
Removable 2.1gig EIDE HDD (3.2gig +\$79)  
20X Fast EIDE CD-Rom and a 1.44mb Floppy  
LI-ION Battery, AC Adapter  
Microsoft Windows 95 sr2, verB, Lotus SmartSuite '97  
(WordPro, 1-2-3, Organizer 97, Approach 97...)  
Two USB Port; Microphone Jack, Audio-in/out Jack  
1year On-Site Warranty & 24-hour Technical Support

**XBX-3233 Intel Mobile Pentium 233MHz,  
3.2gig HDD, 64mb SDRAM...\$1999**

# 266MHz IMM 14.1" TFT ACTIVE \$3399



## SMALL BUSINESS SOLUTIONS

### SMALL BUSINESS SERVER

**SBS-1998 \$3149** Business Lease \$106/Mo., 36Mos.

- Intel DUAL BX AGPset, Ultra-Wide SCSI-III
- Intel PII-400MHz CPU w/ MMX Tech; 512k
- 128mb 10ns ECC SDRAM
- 9.1gig UW-SCSI HDDI
- 3-D 4mb AGP Video Card
- ATX SuperTower 300W, 3.5" Floppy
- 14" (12.9" v.i.s., .28dp) Monitor
- 56Kbps Kflex or X2 V.90 Voice Fax/Modem
- 16-bit Stereo Sound Card, Stereo Speakers
- 32X Ultra Fast SCSI CD-Rom
- 3-COM 905TX 10/100 Network Card
- 105 Enhanced KB / 3-Button Hi-Res Mouse
- Microsoft Windows NT 4.0 Workstation
- 5yrs Parts, 3yrs On-Site, 24-7 Toll-Free Tech

**Upgrade NT 4.0 Workstation to  
NT Server 4.0 w/ 5users...\$499**

**SBS-1997 INTEL PII-350MHz...\$2949**  
Dual PII-300MHz Processor's...\$3599

### NETWORK CLIENT

**NWS-1983 \$1149** Business Lease \$38/Mo., 36Mos.

- Intel 440LX/BX AGPset DFI™ Mnbrd
- Intel PII-233MHz MMX Tech; 512k
- 32mb 10ns ECC SDRAM
- 4.3gig Ultra ATA HDD
- 3-D 4mb AGP Video Card
- ATX Tower, 3.5" 1.44mb Floppy
- 15" (13.9" v.i.s., .28dp) Monitor
- 16-bit Stereo Sound Card
- Amplified Stereo Speakers
- 32X Ultra Fast EIDE CD-Rom
- 3-COM 905TX 10/100 Network Card
- 105 Enhanced KB / 3-Button Mouse
- Microsoft Windows 95 sr2verB
- 3 Yrs Parts, Life Labor, Toll-Free Tech

**NWC-1986 INTEL PII-300MHz...\$1349**

**NWC-1990 INTEL PII-350MHz...\$1599**

**NWC-1986 INTEL PII-400MHz...\$1799**

### GRAPHICS WORK-STATION

**GWS-1973 \$3199** Business Lease \$108/Mo., 36Mos.

- Intel 440BX/LX AGPset DFI™ Mnbrd
- Intel PII-400MHz MMX Tech; 512k
- 128mb 10ns SDRAM
- 8.4gig Ultra ATA HDD
- Matrox Millenium w/ 16MB AGP
- ATX Tower, 3.5" 1.44mb Floppy
- 21" (20" v.i.s., .25dp) Monitor
- 16-bit Stereo Sound Card
- Amplified Stereo Speakers
- 32X Ultra Fast EIDE CD-Rom
- 100mb I-Omega Zip Drive w/ Disk
- 105 Enhanced KB / 3-Button Mouse
- Microsoft Windows 95 sr2verB
- 3 Yrs Parts, Life Labor, Toll-Free Tech

**GWS-1970 INTEL PII-350MHz...\$2999**

**GWS-1966 INTEL PII-300MHz...\$2749**

**GWS-1963 INTEL PII-233MHz...\$2549**

**TO ORDER TOLL-FREE**  
M-F 8am-Midnight; Sat 10am-6pm. EST.

# 1.800.870.8709

**TO ORDER ON-LINE**  
24 Hours A Day 7 Days A Week

**www.micronixusa.com**

All prices and specifications subject to change without notice. Amount of monthly lease payment, based upon 36-month lease with first and last payment due at purchase with balance of 34 monthly payments. Lease rate does not include taxes, fees, shipping charges; subject to credit approval and availability. Above lease terms subject to change without notice. Leasing is arranged by third party leasing companies to qualified customers. On-Site Warranty is provided by an independent third-party provider. May not be available in remote areas. Micronix USA cannot be responsible for any omissions, errors in typography or photography. All returned items must have an RMA number, and must be in all original packaging. Shipping charges, opened software, on-site warranty packages, and custom configured systems are non-refundable. Monitors and printers are subject to manufacturers warranty. Absolutely no refunds for merchandise returned after 30 days. Purchaser is responsible for all freight cost on all returns of merchandise. All logos and brand names are trademarks of their respective companies. Intel, the Intel Inside Logo, and Pentium are registered trademarks and MMX is a trademark of Intel Corporation. MS, Microsoft, Windows and Windows NT are registered trademarks of Microsoft Corporation. 3Com and EtherLink are registered trademarks of 3Com Corporation. All rights reserved.

CIRCLE READER SERVICE 63



# jump start

NEW BUSINESS OPPORTUNITIES

JENNY C. MCCUNE

## Web Grease Monkeys

**FOUNDERS:** Gautam Godhwani, Anil Godhwani, Peter Weck, and Thomas Knudsen

**COMPANY:** AtWeb Inc., Sunnyvale, Calif.

**SERVICES:** !Register-It! and Web Site Garage, online tools for Web site owners

**LAUNCHED:** June 1996, in a second bedroom

**INITIAL CAPITAL:** \$8,500 in savings

**PROFITABILITY:** In the red since January 1997, and sales are growing 25 percent annually

### TINKERING WITH TOOLS

How many people does it take to come up with a start-up idea? In the case of AtWeb Inc., four. The Godhwani brothers and their college buddies were talking one day about the Internet when they hit on an idea: a quick 'n' easy way to register Web sites with hundreds of search engines. After a trip to Internet World, the four pooled their life savings and started AtWeb. One month later, they created !Register-It!, a tool that registers sites with search engines.

**FREEBIES FOR NEWBIES** To lure new Web site owners into trying their product, the



AtWeb quartet took a tip from Netscape Communications and began offering free samples. If prospects log on to [www.register-it.com](http://www.register-it.com), they can get registered with 16 search engines. The idea is that once site owners get hooked, they'll buy AtWeb's \$39 professional version. It's worked: In less than two years, !Register-It! has built its client roster to 400,000.

**WEB SITE TUNE-UPS** Based on online survey responses, last November the four founders introduced Web Site Garage, a free diagnostic service. Site owners "park" their home pages at the garage ([www.websitegarage.com](http://www.websitegarage.com)), and AtWeb checks for dead links and design

errors and tests load times and traffic. On a per-project basis, owners are charged for repairs.

**THE FAR-SITED FOUR** At press time, AtWeb performed more than 3 million tune-ups. The company, which now employs 13, moved out of its home office last year.

## Hot Opportunity: Profit From Preserving Heritage

As 7.6 million baby boomers gallop toward their golden years, many are searching for their roots. Thanks to technology, you can start a home-based company to help them dig for descendants and draw up family tree documents. According to the National Genealogical Society in Arlington, Va.—where membership is growing at a clip of 15 percent annually—genealogy ranks as one of the top three hobbies in polls. Best of all, your start-up costs will be less than \$5,000; all that's required is a PC with Internet access. Of course, a background in research is a plus. The National Genealogical Society offers a home-study course for \$375 for nonmembers. For more details, contact the NGS at 703-525-0050 or [www.genealogy.org/~ngs/](http://www.genealogy.org/~ngs/).



## Are You Really an Entrepreneur?

To help you answer this question, Metropolitan Life Insurance Co. and the SBA have devised the following quiz. If you answer yes to six or more of the questions, you fit the profile. And if you fall short of the grade, at least you know what skills to work on before you kiss your day job goodbye.

Do you have organizational abilities, personal drive, and leadership qualities?

YES NO

Are you able to endure long hours?

Are you psychologically ready to take risks?

Are you prepared to wait months before you make a profit?

Do you have expertise in the business you want to start?

Have you carved a market niche and identified customers?

Do you know how to sell products or services and set a profitable price?

Can you raise money to start and keep the business's cash flowing?

Do you like to think ahead, then work to make it happen?

## Start Me Up With Software

Many fledgling businesses never make it out of the nest because their creators need a guiding hand. Smart Business Start-Up, a \$149 Windows program from the American Institute for Financial Research Inc., may give you the nudge you need. Want to evaluate your business concept? Conduct research using Smart Business's data, which spans 16 markets. The software also helps you draft your business plan, evaluate your business structure, and create 400 business forms. Free online updates to registered users are included. To order, point your browser to [www.smartonline.com](http://www.smartonline.com) or call 800-791-1000. ■

*Small-business reporter JENNY C. MCCUNE tracks hot start-ups from her Bozeman, Mont., home office.*



# Let's Get Serious About Internet ACCESS & WEB HOSTING

**Always Your Best Value On The Web**

- Domain Name Registration Provided ([http://www.your\\_name.com](http://www.your_name.com))
- NO TRANSFER OR TRAFFIC FEES
- 25 MB of Disk Space
- \$5 each additional 20 MB
- Dedicated T-3 Connection
- 10 Email Box Accounts ([yourname@your\\_domain.com](mailto:yourname@your_domain.com))
- Unlimited Email Addresses, Forwarding & Aliases
- Auto Email Responders
- FTP & Telnet Access
- Same Day Setup
- Anonymous FTP
- Microsoft Frontpage™ Supported
- Custom CGI Script Support
- Email Forms, Guestbooks, Shopping Cart & More
- Detailed Web Usage Logs & Access to Raw Files
- Secure Server Included
- No Minimum Contract
- Excellent Reseller Program
- Real Audio™ Available
- Cybercash™ Available
- \*With Virtual Hosting Package

**WEB SITE  
DESIGN**

*Award Winning Design*

**EXPOSE YOUR  
BUSINESS TO  
THE WORLD**

**WEB  
HOSTING**

([http://www.your\\_name.com](http://www.your_name.com))

**\$19.95  
Per Month**

**Be Placed  
On Over  
100 Search  
Engines**

*Now  
Preregistering  
New Top Level  
Domains*

**INTERNET  
ACCESS**

*230 Nationwide Access #1's*

**\$14.95  
Per Month**

*Why Are More & More  
People Using Web2010?*

**VALUE &  
SERVICE**

**WEB  
2010**

[www.web2010.com](http://www.web2010.com)  
[sales@web2010.com](mailto:sales@web2010.com)  
**The Best On The Web**

**800-962-5405 • 888-932-2010**



# Problem-Free Printing

*Caught in a printer jam? Here's how to cut loose*

**H**OME-OFFICE WORKERS RARELY HAVE A TECH-support staff on hand to help them out in a bind. And although calling a manufacturer's tech-support hotline may eventually get you an answer, you'll probably have to pay the price of sitting through a 20-minute (or more) Muzak version of "Eleanor Rigby." Because no one deserves that kind of torture, we decided to start this column to answer your pressing PC questions and help you work smarter with your hardware and software. To find out what's foremost on your mind, we read your e-mails, listened to your phone calls, and flipped through your faxes full of computing questions. Printer headaches were a prime complaint, so in this first installment we show you some aspirin-free ways to get relief.

**Q: How can I set up a new printer on my computer?**

**A:** Why not let your operating system do it for you? Windows 95 has a setup wizard that walks you through the process. First, double-click on My Computer, then Printers, then Add Printer. Next, follow the onscreen instructions, which should recognize the new printer. If the printer drivers aren't already installed on your PC, insert the floppy disk or CD-ROM that came with your printer and contains printer drivers. Then follow the onscreen directions. Once the setup is complete, right-click on the printer and make sure that there's a check mark next to set as default.

If you're using a Macintosh, setting up your printer is just as easy. Click on the apple in the top left corner, dragging down to the Chooser option. Install the drivers from the disk that came with your printer. You should see an icon with a logo for your printer. Double-click on it. Assuming that you're connecting directly to the printer, select the port you're plugging it into (you'll be asked whether your printer is in the modem or printer port).

**Q: Whenever I try to print several files at once, my printer freezes up. What's going on?**

**A:** You're probably taxing your printer's built-in memory, which is easy to overload if you perform too many print jobs at once. Try these solutions: First, right-click



on the printer icon in your Windows 95 task bar to display all the pending print jobs, then delete the unimportant print jobs. Alternatively, press the reset button on the printer to clear its memory. If neither of those techniques does the trick, try a hard boot—turn off the printer for 10 seconds, then turn it back on. This will clear the printer's memory of any previous print jobs. If you're still having problems printing, shut down your computer as well, wait 10 seconds, then reboot both the printer and computer.

**Q: My printer has two paper trays. How can I quickly switch from the default paper tray to the manual feed and then back again?**

**A:** Juggling between paper trays may sound like a circus stunt, but it's actually pretty easy. You can do it quickly within Microsoft Word by selecting File and Page Setup. Then, click on the Paper Source tab and select a tray. If you aren't working within Word (or MS Office, for that matter), just click on My Computer, Printers, and Add Printer. Follow the wizard through the setup process to install a second printer driver attached to the same port and device. Label it Manual Feed, or whatever term you like. Don't make this your default printer. Finally, right-click on the new icon, pick Properties, and select the Manual Feed icon. Now if you want to switch back and forth between printer trays, it's a simple matter of clicking on the desired setting.

**BY DARREN GLADSTONE  
AND PHILIP ALBINUS**



**Q: My documents print with strange line breaks and spacing. Is my printer possessed?**

**A:** If we had a dime for every minute we spent reformatting stubborn documents, we'd retire today. Most of these printing mysteries are due to formatting faux pas in the document, such as hitting the return key to create page breaks or inserting spaces instead of tabs or other alignment tools. These so-called shortcuts can cost you valuable time in the long run. The solution? Take some time to learn the ins and outs of your software and then try to play—and print—by the rules.

Lastly, before you print, select your software's Page Preview option to make sure everything's right. If your printed output and the page preview disagree, you may have the wrong printer driver installed.

**Q: My new printer has been jamming up constantly and my old printer did the same thing. Am I possessed?**

**A:** No, you aren't, but you may need to learn a little patience. Many people don't realize how damaging it can be to pull paper out of a printer before it's finished printing. In most cases, only a simple plastic bracket holds a printer's paper roller in place. If you pull out a sheet of paper one time too many, the roller can break. Rather than go under the hood and attempt to fix this yourself, it's best to take the printer in for repairs. ■

*Is your PC frozen? Is your Mac a bad apple? Has your modem gone mad? Send your home office computing questions to DARREN GLADSTONE, assistant reviews editor, at [darreng@curtco.com](mailto:darreng@curtco.com).*

Home Office Computing (ISSN 0899-7373) is published monthly by CurtCo Freedom Group, 29160 Heathercliff Rd., Malibu, CA 90265.

Subscriptions in U.S., 12 issues for \$19.97; in Canada and U.S. possessions, add \$16 per year for postage; foreign residents add \$20 per year. Printed in U.S.A. Copyright © 1998 by CurtCo Freedom Group. All rights reserved.

Postmaster: Send address changes and notices of undelivered copies to Home Office Computing, P.O. Box 53561, Boulder, CO 80328-3561. Periodicals postage paid at Malibu, CA, and additional offices. Bulk-rate postage-paid permit number 72322, Pewaukee, WI 53072. Home Office Computing and Home Office are registered trademarks of CurtCo Freedom Group, 29160 Heathercliff Rd., Malibu, CA 90265. Canadian goods and services tax-registration number: 125 978940. Printed in the U.S.A.

# It's now safe to turn off your computer

## Without turning off your business.



3D FaxPal lets you receive faxes by storing them in memory – even while your PC is

**PC/FAX**

turned off. By intercepting incoming fax transmissions, 3D FaxPal simply stores up to 20 pages of standard text until you are ready to receive them at your convenience. Internal memory is upgradeable to store up to 200 pages at a time. No need for an internal fax/modem card or even a fax machine.

**ANSWERING**

If you use a portable computer, 3D FaxPal is the perfect companion to leave back at the office to receive incoming fax documents.

Ideal for small businesses and busy people, 3D FaxPal is your personal fax server.

**MACHINE**

Call (800) 966-1140 to find out more about 3D FaxPal and 3D FaxFile software.

**InfoImaging**  
Technologies, Inc.

7026 Koll Center Parkway, Suite 201, Pleasanton, CA 94566  
(510) 485-4000 Fax: (510) 485-4100 [www.infoimaging.com](http://www.infoimaging.com)

**3D FAXPAL**  
COMPUTER City



# PRODUCT SHOWCASE



When incorporating your business,  
which would you rather go through?

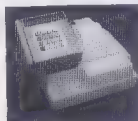
VISIT US ON-LINE OR BY PHONE for a hassle-free, affordable way to incorporate your business. It's the quick, easy way to avoid the lawyer without avoiding the law. Guaranteed Lowest Price  
No Legal Fees • By Phone Or Internet • Free Name Search • All 50 States • [www.bizfilings.com](http://www.bizfilings.com) • 1-800-981-7183



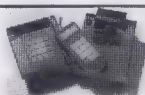
BEST IDEAS *in* BUSINESS™

CIRCLE READER SERVICE 99

**A.**



**ACCEPT CREDIT CARDS  
ELECTRONICALLY**



**B. ACCEPT DEBIT CARDS  
ELECTRONICALLY**

**C.**



**NEW SERVICE!**  
Process credit cards  
through your PTC!

**\*NOW SET UP FOR FREE \$350 VALUE**  
\*FREE SET UP INCLUDES FREE INSTALLATION AND FREE APPLICATION

**800-238-2771 Cardservice International**  
Ask for Rose or Garrett



CARDSERVICE INTERNATIONAL IS A REGISTERED AGENT FOR THE BANK OF OAKLAND, OAKLAND, CA, TERAMA COUNTY BANK, REDDING, CA  
HUMBOLDT BANK, EUREKA, CA, FIRST BANK OF BEVERLY HILLS, CALABASAS, CA & REDDING BANK OF COMMERCE, REDDING, CA  
ALL MEMBER BANKS ARE F.I.L.C. INSURED



**TIME FOR A CHANGE?**



**LOOKING FOR A NEW  
INCOME OPPORTUNITY?**

**CALL**

**800-238-2771**

**ASK FOR THE CAREER OPPORTUNITY DEPARTMENT**

**FULL  
TIME**

**PART  
TIME**

CIRCLE READER SERVICE 93

The

**ALL NEW!**

**Portable Computer Stand! (PCS)**

21st Century Products

*Height  
Adjustable  
& Swivel!*

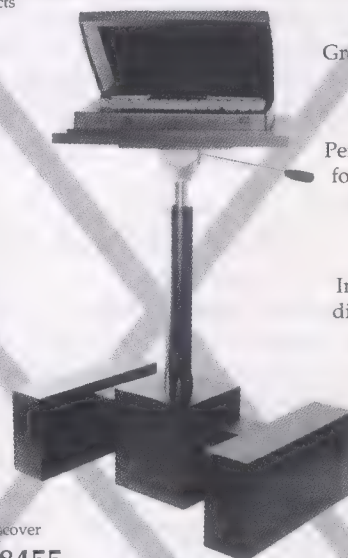
Frees-up  
desk space!

Practical for  
easy access  
and **STURDY!**

Great for home  
or office!

Perfectly angled  
for comfortable  
key input...

Impressively  
displays your  
LapTop!



Visa, MC, Amx & Discover

**1-888-792-8455**

[kwinn@bellsouth.net](mailto:kwinn@bellsouth.net)

Now your LapTop has a home!

Please deliver (qty.) Portable Computer Stand **\$12.00** per (qty.) shipping,  
add \$219.99 Charge, Check or M.O. to: PCSSystems 1940 Atlanta Rd. @B4,  
Smyrna, GA 30080. Allow three weeks for shipment. Limit three per  
household. Light assembly required.

\*Free gift with your order.

Patent Pending

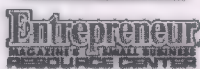
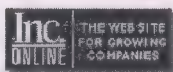
CIRCLE READER SERVICE 66



# PRODUCT SHOWCASE

## Get a Life. Get a Logo.

### Recommended By:



### Need a Logo? Want our Opinion?

1-800-MYLOGO is one of the only Internet sites dedicated to the creation of Corporate Identity.

Via Create Logos, Slogans and Jingles for small and medium sized businesses who have only a limited budget to spend on advertising.

Our packages are the most competitive in the world, and our designs speak for themselves.



Logo, Slogan, Jingle & Identity Creators.

[www.1800mylogo.com](http://www.1800mylogo.com)

E-Mail: [info@1800mylogo.com](mailto:info@1800mylogo.com)

Toll-Free: 1-888-8-MYLOGO

CIRCLE READER SERVICE 96

## "Imagine Me... Making Money Creating My Own Software Products, With No Programming Skills!"

I used to believe that you had to be a computer wiz to create software products — but not anymore! Now, I sit at home and create simple software products (that can be sold for hundreds of dollars), in just 15 minutes a day. No programming skills are required — you need only know how to turn on your computer!

If you're an advanced programmer — this isn't for you. This teaches the everyday man or woman how to rapidly produce their own ready-to-go software products ... that can be sold for money! (We'll show you how.) We'll teach you with step-by-step simple instruction how to become a successful software marketer, too!

All you'll need is an IBM compatible computer. I can show you how to cash in on this exploding market by creating your own product in a matter of days! We guarantee it!!!



*It's So Easy To Make Your Own Software!*

To find out how you can become part of the SOFTWARE revolution, call for your FREE REPORT: "Make Money Creating Your Own Software Products...In Just 15 Minutes A Day!"

**FREE REPORT: 1-800-874-7580,  
24 Hr. Free Recorded Message**

©1998 Cummings Marketing Group, LLC

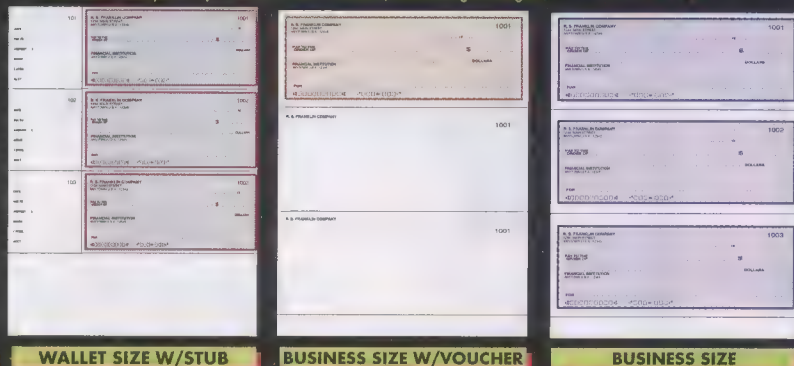
CIRCLE READER SERVICE 64

### DESIGNER CHECKS™ INTRODUCES

## LASER/INKJET CHECKS

QUICKEN COMPATIBLE as low as \$24.95

Guaranteed Compatibility With All Other Financial/Accounting Packages



WALLET SIZE W/STUB

BUSINESS SIZE W/VOUCHER

BUSINESS SIZE

FOUR COLORS AVAILABLE

Classic Blue Tan Classic Green Prestige



With First Order  
FREE MOUSE PAD  
& FREE CHECK SAVER

COMPATIBLE WINDOW  
ENVELOPES AVAILABLE

250 \$19.95  
500 29.95

100% SATISFACTION GUARANTEED



[www.hotnew.com/checks](http://www.hotnew.com/checks) • 1-800-239-4087

fax: 1-800-774-1118 • e-mail: [info@check.hotnew.com](mailto:info@check.hotnew.com)

CIRCLE READER SERVICE 95

### How to Order:

PO2HC5Q7

1. Enclose reorder form or voided check from your existing check supply, noting any changes.
2. Include deposit slip from existing check supply.
3. Choose payment method: a.) check payable to Designer Checks or b.) credit card payment
4. Complete the order form and mail with items 1, 2, and 3 to: Designer Checks P.O. Box 9222 Anniston, AL 36202-9222 (Checks will ship to the address printed on the checks unless otherwise specified.)

Your software: \_\_\_\_\_ Version: \_\_\_\_\_

Starting Check Number: \_\_\_\_\_

### Payment Information

☐ Check payable to Designer Checks ☐ Visa

☐ Master card ☐ American Express Exp Date \_\_\_\_\_

Credit Card# \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

Please check that your credit card information has been filled in completely

Wallet & Bus. 3 per page		Business Size w/voucher		Deposit Slips (200 Packaged)	
Qty	Price	Qty	Price	Size	Price
250	\$24.95	250	\$44.95	Business	\$9.95
500	44.95	500	59.95	Personal	6.95
1000	64.95	1000	84.95	Envelopes	
2000	94.95	2000	129.95	250	\$19.95
				500	29.95

Description	Color	Quantity	Price
Shipping & Handling			6.00
UPS 2-Day Air (includes in-plant rush) optional-\$7.00			
AL residents add 8% Sales Tax			
Total			



# PRODUCT SHOWCASE

Ever thought about starting a business? Promoting your existing business? How about sharing your hobby with the world? You can for as little as \$19.95 a month. It's easy with InterLand, the web hosting company who's there for you every step of the way with toll-free, 24 hour support. We can even help you with professional website design. Whether you're a beginner or a computer wizard, InterLand can bring you the world.



InterLand, Inc.

www.interland.net



30 Day  
Money Back  
Guarantee

## HE'S GOT A WEBSITE. DO YOU?

- Web Hosting
- Website Design
- Reseller Programs

**Pricing from  
\$19.95 per Month**

- www.yourname.com
- 80 megabyte storage
- unlimited e-mail forwarding
- unlimited e-mail aliases
- unlimited e-mail autoresponders
- free domain registration\*
- front page 97 & 98 support
- real time credit card servers
- online chat at server
- anonymous FTP
- real time statistics
- secure server
- RealPlayer
- RealAudio
- Cold Fusion and more

**1-800-956-0403**  
(404) 586-8989

*The Only Web Hosting Company With 24 Hour Toll-Free Support*

\*Domain names \$15.00 per year. All other fees are extra. \$19.95 per month for 1st year only.

CIRCLE READER SERVICE 89



### Accept Credit Cards!

- New Business • In Home Business
- Mail Order • Retail • MLM's

## \$195.00

Complete System

P.C. and Cellular System Available

**No Application Fees**  
**No Monthly Lease Payments!**



**1-800-687-2776**  
Call Today!

Merchant processing provided by Merchant's Choice Card Services and Woodforest National Bank, Houston, TX

CIRCLE READER SERVICE 86

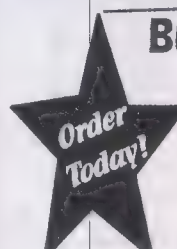
IS THIS HOW YOU SPEND  
YOUR DAYS, WAITING ON  
TECH SUPPORT?



MAKE THE MOVE!

**Your ONE STOP Web Hosting Solution is Here!**

Reliable, Effective, Secure & Affordable



**Business Hosting**

**\$23.95 MO**

Too Many  
features to list!

www.Yourname.com

E-mail:

T3Hosting@DialtoneInternet.net

<http://DialtoneInternet.net>



**Reseller Packages  
starting at just**

**\$199.95**

**Fast T3 Lines!**

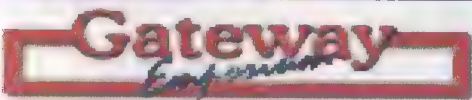
Ph: (954)450-6123  
Fx: (954)437-3907



CIRCLE READER SERVICE 90



# PRODUCT SHOWCASE



Visit Our Website Today:  
<http://www.danagateway.com>

THIS IS THE GATEWAY TO  
 SUCCESSFUL BUSINESS:  
 Annual Membership to the Gateway  
 Emporium Mall Includes:

- Free one year Web Page (URL)  
 Listing graphic and description
- Free one year Classified Ad
- Free 1-800 Voice Mail (30 days)
- Free Submission of your Web Page  
 (URL) to 400 Plus Search Engines

Impact Networks Corporation  
 1-888-78-IMPACT

CIRCLE READER SERVICE 79

Free Shipping  
 Call for details

Digital Color  
 Solutions

Digital Output  
 Overnight

Send PC/Mac files by FTP or  
 Priority Air Express to Imagers  
 and for most output services,  
 your finished work is in your  
 hands the very next morning.

**DIRECT TO PRESS  
 DIGITAL COLOR PRINTING**

QuickMaster DI  
**HEIDELBERG**  
 Print all you need!

**indigo**  
 Print only what you need!

**XEROX  
 DocuColor 40**

Color press proofs overnight. Upon your  
 approval, get finished job in 24/48 hours.  
 Brochures, Business Cards, Labels, Flyers,  
 Postcards, Newsletters, Stationery...

**IMAGERS**  
 Digital Production Center  
 INFO & QUOTES on the web  
 800.672.7031/404.351.5800  
 1575 Northside Dr. Ste. 490 Atlanta 30318  
[www.imagers.com](http://www.imagers.com)

CIRCLE READER SERVICE 51

**See & Use Your  
 Photos on Your  
 PC or Mac!**

- Take pictures with your  
 35mm camera.
- Get beautiful prints...  
 plus a computer disk.
- Choose the computer  
 disk format that's right  
 for you:
  - 3.5" Disk Pix floppy  
 at screen resolution
  - Kodak Photo CD  
 (up to 108  
 high-res shots)
  - Pro CD super  
 hi-res (64MB per scan)  
 for "high end" pre-press uses
- Free viewing/export program included!
- Print photos on laser or ink jet printers.
- Include them in layouts & on the Net!

**Introductory Special**

Receive free film and complete  
 information when you visit our website  
 at <http://www.dalelabs.com> or  
 call us at (800) 327-1776.

**DALE  
 LABORATORIES**  
 2960 Simms Street, Hollywood, FL 33020-1579

CIRCLE READER SERVICE 55

We'll trade your name and address for a  
**FREE VIDEO**  
 with all the technical facts on  
 Web Hosting and Commercial Services.

- UP TO 400 MB OF DISK SPACE
- UP TO 4GB OF DATA TRANSFER (BANDWIDTH)
- FRONTPAGE 98® COMPATIBILITY
- SHOPPING CART SERVICES
- CYBER MALL PLACEMENT
- SEARCH ENGINE SUBMISSION
- SECURE CREDIT CARD PROCESSING
- 99% UP-TIME GUARANTEE
- TECHNICAL SUPPORT
- PRICES STARTING AT ..... **\$19<sup>95</sup>**

You want a web site so you  
 can make money, right? We  
 have all the technical stuff you  
 need for web hosting. But that  
 is not what will make you  
 money. At ICANECT we pro-  
 vide the services you need to  
 work magic for your business.

**icanect**  
 INTERNET COMMUNICATIONS OF AMERICA

Work magic for your business @ [www.workmagic.com](http://www.workmagic.com)  
 Call for your free magic kit and video.

**1-800-422-9213**

CIRCLE READER SERVICE 88



free information

fastest

faster

fast

To request free product information from advertisers, either:

- 1 Contact us ONLINE at [www.smalloffice.com](http://www.smalloffice.com) and follow the online instructions.
- 2 FAX back this completed card to 1-800-571-7730.
- 3 MAIL back this postage-paid, pre-addressed card after completing it.

	PAGE #	CIRCLE #		PAGE #	CIRCLE #
or Communique <a href="http://www.Olcom.com">www.Olcom.com</a>	18	34	Imagers <a href="http://www.imagers.com">www.imagers.com</a>	117	51
1800 Mylogo <a href="http://www.180omylogo.com">www.180omylogo.com</a>	115	96	Impact Networks <a href="http://www.danagateway.com">www.danagateway.com</a>	117	79
9Net Avenue <a href="http://www.9netave.net">www.9netave.net</a>	95	76	Info Imaging <a href="http://www.infoimaging.com">www.infoimaging.com</a>	113	61
Adams Media <a href="http://www.adams.com">www.adams.com</a>	78	43	Intel <a href="http://www.intel.com/network/hoc.htm">www.intel.com/network/hoc.htm</a>	23	
Agfa <a href="http://www.agfahome.com">www.agfahome.com</a>	33	67	Interland <a href="http://www.interland.net">www.interland.net</a>	116	89
AmericanExpress	21		KeyCorp Mgnt <a href="http://www.key.com/smallbiz">www.key.com/smallbiz</a>	63	31
APC <a href="http://www.apcc.com">www.apcc.com</a>	87	35	Knowledge is Power 800-782-5480	122	69
AT&T WorldNet <a href="http://www.att.net/wns/hoc">www.att.net/wns/hoc</a>	37		La Rue Advertising 757-259-0464	124	75
Automated Billing <a href="http://www.pickABS.com">www.pickABS.com</a>	124	98	Mastercard <a href="http://www.mastercard.com">www.mastercard.com</a>	9	62
Best Checks <a href="http://www.bestchecks.com">www.bestchecks.com</a>	121	94	MCCS 800-687-2776	116	86
Best Personalized Books	122		Micron <a href="http://www.micronpc.com">www.micronpc.com</a>	10,11	
Business Filings <a href="http://www.bizfilings.com">www.bizfilings.com</a>	114	99	Micronix <a href="http://www.micronixusa.com">www.micronixusa.com</a>	47,108,109	63
Cardservice Int'l 800-238-2771	114	93	Microsoft Office	26,27	
Company Corp <a href="http://www.incorporate.com">www.incorporate.com</a>	101	97	Microsoft Press <a href="http://mspress.microsoft.com">mspress.microsoft.com</a>	88	
Computer Furniture Direct	103	82	Microsoft Publisher	16,17	
Corpsite <a href="http://www.corpsite.com">www.corpsite.com</a>	73	87	Microsoft Windows CE	CV2,3	
CVideo-Mail <a href="http://www.cvideomail.com">www.cvideomail.com</a>	5	59	Mindspring <a href="http://business.mindspring.com">business.mindspring.com</a>	48	53
Cummings Publishing 800-874-7580	115	64	Mita <a href="http://www.mita.com">www.mita.com</a>	28	46
Dale Laboratories <a href="http://www.dalelabs.com">www.dalelabs.com</a>	117	55	Model Office <a href="http://www.modeloffice.com">www.modeloffice.com</a>	61	36
Dell <a href="http://www.dell.com/buydell">www.dell.com/buydell</a>	CV3,4		National Claims	124	74
Designer Checks <a href="http://www.hotnew.com/checks">www.hotnew.com/checks</a>	115	95	Office Equipment Outlet <a href="http://www.oeo.com">www.oeo.com</a>	99	68
Dial-Tone Internet <a href="http://dialtoneInternet.net">dialtoneInternet.net</a>	116	90	Palo Alto Software	50	58
Eagle's Nest Home's	124		Philips <a href="http://www.speechmike.philips.com">www.speechmike.philips.com</a>	12	49
E-Z Legal	105	85	Pitney Bowes 800-5-Pitney	96	41
Epson <a href="http://www.epson.com">www.epson.com</a>	4,5	30	Symantec 800-835-6222 ex.9CH16	14	50
Form Systems <a href="http://www.checksforless.com">www.checksforless.com</a>	121	71	Transcender <a href="http://www.transcender.com">www.transcender.com</a>	121	92
Gateway 2000 <a href="http://www.gateway.com">www.gateway.com</a>	39		Transmonde <a href="http://www.transmonde.com">www.transmonde.com</a>	41	45
Hammermill <a href="http://www.hammermillpaper.com">www.hammermillpaper.com</a>	43	38	US Mortgage <a href="http://www.USMR.com">www.USMR.com</a>	123	78
Healthcare Data <a href="http://www.healthaudit.com">www.healthaudit.com</a>	124	77	US Postal Service <a href="http://www.usps.com">www.usps.com</a>	25	
Hefty Publishing <a href="http://www.hefty.com">www.hefty.com</a>	122	80	US West <a href="http://www.uswest.com">www.uswest.com</a>	73	44
Hewlett-Packard <a href="http://www.lj3100.com">www.lj3100.com</a>	54,55		VIP Marketing 800-214-1401	73	
Hughes Network Sys <a href="http://www.direcduo.com">www.direcduo.com</a>	45	39	Visioneer <a href="http://www.visioneer.com">www.visioneer.com</a>	30	70
IAMS 800-322-1139	124	83	Web Software <a href="http://www.websoftware.com">www.websoftware.com</a>	122	81
Icanect <a href="http://www.workmagic.com">www.workmagic.com</a>	117	88	Web2010 <a href="http://www.websoftware.com">www.websoftware.com</a>	111	56
iDOT.com <a href="http://www.iDOT.com">www.iDOT.com</a>	49,51	65	Winters PCS 800-792-8455	114	66

1 fastest  
online

2 faster  
fax

3 fast  
mail

The fastest way to  
retrieve your free  
information is  
**ONLINE**  
[www.smalloffice.com](http://www.smalloffice.com)

OR

To inquire by FAX,  
fax the facing  
card to  
**1-800-571-7730**

OR

To inquire by MAIL  
return the facing  
postage-paid,  
pre-addressed card



To request  
free product  
information  
from advertis-  
ers, contact  
us through

fastest

ONLINE at  
www.smaoffice.com  
and follow  
the online  
instructions

faster

Or FAX back  
this completed  
card to:  
1-800-571-7730

fast

Or MAIL  
back this  
postage-paid,  
pre-addressed  
card after  
completing it

fastest

faster

fast

request by advertiser

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title/Job Function: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Was this issue addressed to you? Yes ☐ 1 No ☐ 2

1. How much did your firm spend on technology in the last 12 months?

\$50,000+	<input type="checkbox"/> 3
\$25,001-\$50,000	<input type="checkbox"/> 4
\$10,001-\$25,000	<input type="checkbox"/> 5
\$5,001-\$10,000	<input type="checkbox"/> 6
\$2,501-\$5,000	<input type="checkbox"/> 7
\$1,500-\$2,500	<input type="checkbox"/> 8
\$1,500 or less	<input type="checkbox"/> 9

2. From which channels does your firm buy computer and technology products? (check all that apply)

Consultant	<input type="checkbox"/> 10
Dealer/Reseller/VAR	<input type="checkbox"/> 11
Direct from Manufacturer	<input type="checkbox"/> 12
Retail Store	<input type="checkbox"/> 13
Other (please specify)	<input type="checkbox"/> 14

request by categories

810 Desktop PCs	To receive information for an entire product category, circle the appropriate number in the box to the left.
820 Portable PCs	
830 Software	
840 Printers/Scanners	
850 Data/Storage	
870 Networking	
880 Office Products	
890 Finance/Investments	
900 Business Opportunities	
910 Business Services	

3. Are any of the PCs in your firm networked? Yes ☐ 15 No ☐ 16

4. Which of the following products does your firm own or use and which are planned for purchase in the next 12 months? (check all that apply)

	Firm owns/ Uses	Plan to Purchase
Desktop PC	<input type="checkbox"/> 17	<input type="checkbox"/> 18
Notebook PC	<input type="checkbox"/> 19	<input type="checkbox"/> 20
Color Printer	<input type="checkbox"/> 21	<input type="checkbox"/> 22
Scanner	<input type="checkbox"/> 23	<input type="checkbox"/> 24
Large Screen Monitor (17"+)	<input type="checkbox"/> 25	<input type="checkbox"/> 26
Modem	<input type="checkbox"/> 27	<input type="checkbox"/> 28
High Speed Modem (56 K+)	<input type="checkbox"/> 29	<input type="checkbox"/> 30
Windows 95	<input type="checkbox"/> 31	<input type="checkbox"/> 32
Windows NT	<input type="checkbox"/> 33	<input type="checkbox"/> 34
Online/Internet Services	<input type="checkbox"/> 35	<input type="checkbox"/> 36
Firm's Own Website	<input type="checkbox"/> 37	<input type="checkbox"/> 38
Any Server	<input type="checkbox"/> 39	<input type="checkbox"/> 40

JUNE 1998 • VOID AFTER AUGUST 31, 1998

request by advertiser

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title/Job Function: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Was this issue addressed to you? Yes ☐ 1 No ☐ 2

1. How much did your firm spend on technology in the last 12 months?

\$50,000+	<input type="checkbox"/> 3
\$25,001-\$50,000	<input type="checkbox"/> 4
\$10,001-\$25,000	<input type="checkbox"/> 5
\$5,001-\$10,000	<input type="checkbox"/> 6
\$2,501-\$5,000	<input type="checkbox"/> 7
\$1,500-\$2,500	<input type="checkbox"/> 8
\$1,500 or less	<input type="checkbox"/> 9

2. From which channels does your firm buy computer and technology products? (check all that apply)

Consultant	<input type="checkbox"/> 10
Dealer/Reseller/VAR	<input type="checkbox"/> 11
Direct from Manufacturer	<input type="checkbox"/> 12
Retail Store	<input type="checkbox"/> 13
Other (please specify)	<input type="checkbox"/> 14

request by categories

810 Desktop PCs	To receive information for an entire product category, circle the appropriate number in the box to the left.
820 Portable PCs	
830 Software	
840 Printers/Scanners	
850 Data/Storage	
870 Networking	
880 Office Products	
890 Finance/Investments	
900 Business Opportunities	
910 Business Services	

3. Are any of the PCs in your firm networked? Yes ☐ 15 No ☐ 16

4. Which of the following products does your firm own or use and which are planned for purchase in the next 12 months? (check all that apply)

	Firm owns/ Uses	Plan to Purchase
Desktop PC	<input type="checkbox"/> 17	<input type="checkbox"/> 18
Notebook PC	<input type="checkbox"/> 19	<input type="checkbox"/> 20
Color Printer	<input type="checkbox"/> 21	<input type="checkbox"/> 22
Scanner	<input type="checkbox"/> 23	<input type="checkbox"/> 24
Large Screen Monitor (17"+)	<input type="checkbox"/> 25	<input type="checkbox"/> 26
Modem	<input type="checkbox"/> 27	<input type="checkbox"/> 28
High Speed Modem (56 K+)	<input type="checkbox"/> 29	<input type="checkbox"/> 30
Windows 95	<input type="checkbox"/> 31	<input type="checkbox"/> 32
Windows NT	<input type="checkbox"/> 33	<input type="checkbox"/> 34
Online/Internet Services	<input type="checkbox"/> 35	<input type="checkbox"/> 36
Firm's Own Website	<input type="checkbox"/> 37	<input type="checkbox"/> 38
Any Server	<input type="checkbox"/> 39	<input type="checkbox"/> 40

JUNE 1998 • VOID AFTER AUGUST 31, 1998



# free fast information mail

• Mail back this postage-paid, pre-addressed card after completing it.



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

## BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 9335 BUFFALO NY

POSTAGE WILL BE PAID BY ADDRESSEE

HOME OFFICE COMPUTING  
PO BOX 158  
BUFFALO, NY 14205-9982



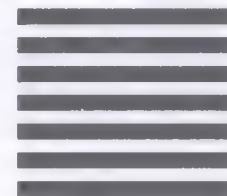
NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

## BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 9335 BUFFALO NY

POSTAGE WILL BE PAID BY ADDRESSEE

HOME OFFICE COMPUTING  
PO BOX 158  
BUFFALO, NY 14205-9982





# PRODUCT SHOWCASE

## Computer Checks

For Laser/Inkjet Printers

- **FAST** turn-around time  
24-48 hours in-plant
- **FAST, low-cost** shipping  
via UPS
- **Compatible with popular software programs**  
Quicken®, QuickBooks®, MS Money®, Peachtree®, MYOB®, SBT®, Intuit®, McBee®, Safeguard®, NEBS®, Deluxe®, and many more!
- **Quick, easy ordering**  
from our website, or call or fax toll-free
- **Your logo imprinted FREE**
- **FREE catalog available**  
Window envelopes, deposit slips, continuous checks and more!

Prices starting at  
**\$10.95!**

<http://www.checksforless.com>

Call: 1-800-325-5568

Fax: 1-800-893-0177

Email: [fsystem1@maine.rr.com](mailto:fsystem1@maine.rr.com)

Now Celebrating our 25th Year!

**FormSystems**

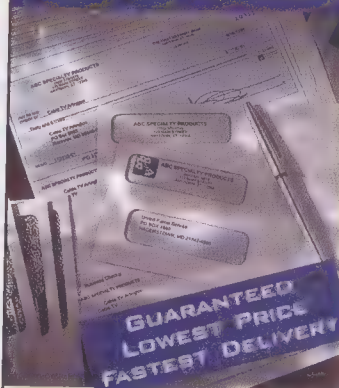
72 Auburn Street, Portland, Maine 04103-2170



CIRCLE READER SERVICE 71

LASER/INKJET COMPUTER

## CHECKS



Why Pay More?

Prices as low as  
**24.95!**

Why Wait?

All orders are **RUSH!**  
Priority Mail shipping

WE SHOP THE COMPETITION SO YOU DON'T HAVE TO.

Call for samples/order form:

**800-521-9619**

<http://www.bestchecks.com>

[Info@bestchecks.com](mailto:Info@bestchecks.com)

**BEST**  
CHECKS

Laser/Inkjet Checks for:

Quicken®, QuickBooks®,  
MS Money, MYOB®,  
MYM, Peachtree, and more.



HOC9806

CIRCLE READER SERVICE 94

What does it take to get Microsoft® Certified?

# STUDY STUDY



We can help. Guaranteed.\*

Transcender certification exam simulations give you a realistic preview of the nature and difficulty of Microsoft certification exams. In the Nov/Dec issue of MCP Magazine, Transcender's simulations of the NT 4.0 exams were given the highest possible ratings for quality, accuracy and value — straight A's. Taking a Transcender lets you know if you're ready for the real thing. The exams show you where you need to focus your study and will give you detailed explanations of every answer. **Money Back If You Don't Pass Guarantee.\***

"The questions are well-written and quite similar to those you should expect to see on the real exam." — Eric Dunitz, MCP Magazine Nov/Dec

"WorkstationCert 4.0 is well worth the investment for individuals planning on certifying with NT Workstation." — Eric Vergensen, MCP Magazine Nov/Dec

"I was shocked and happy to see that the Microsoft (exam) was a snap next to SQL-AdminCert™." — Todd Woitner, MCP Magazine Nov/Dec

Transcender has simulations of ALL the highly demanded MCSE and MCSD exams.  
From \$89 - \$179. Special value paks also available.

To order: CALL (615) 726-8779, FAX (615) 726-8884

Transcender®  
Corporation  
242 Louise Ave.  
Nashville, TN 37203

FREE DEMOS  
ORDER ONLINE

**WWW**  
**.transcender.com**

VISA/MC/AMEX/DISC/MO/COD  
Add \$4 s&h (\$25 outside the US)

\*Call or visit our Web site for details.

Microsoft Certified  
Solution Provider

CIRCLE READER SERVICE 92



# BUSINESS VENTURES



## Income From Your PC While You Snooze!

If you have a PC compatible computer that is not doing anything at night, you could be using it to perform a valuable, automated service for businesses in your area using existing phone lines!

Operate your own

### Remote Backup Service (RBS)

- ◆ Perfect Home- or Office-Based Business
    - ◆ Very Low Start-Up Cost
    - ◆ An Excellent Add-On Service
  - ◆ Low Maintenance Business Almost Runs Itself
- Not a Franchise, You Keep Every Cent!**

As hard drive prices come down and the need for space gets larger, the requirement to backup your data gets more critical just based on volume alone! Create a *niche* for yourself and let it work for you while you sleep! Invest a minute of your time and call us to get your **FREE TeleBack™** Info Package!



CIRCLE READER SERVICE 81

## MAKE MONEY WITH A COMPUTER



### Low Start-Up Cost

- Sesame Street,® Warner Bros., DC Comics, NFL,® Power Rangers,® Where's Waldo?, Marvel Comics
- Religious, Ethnic, Foreign Language Books
- No Computer Experience Necessary
- Family Name Histories
- Personalized Name Certificates
- Personalized Clocks
- Laser-printed Business Cards

**FREE Information**  
**1 800 275 7770**

### BEST PERSONALIZED BOOKS®

LOCAL AND INTERNATIONAL TEL: 972 250 1000 • FAX: 972 930 1010  
www.bestpersonalizedbooks.com

©1998 CTW Muppets/Henson TM&© Saban Warner Bros. TM&© NFL Where's Waldo? DC Comics Marvel Comics Best. Restrictions apply on language, title, advertising, availability, distribution and international territory.



## Make Money Build A Business



### With Create-A-Book®

- Personalized book programs *for your home computer!*
- Choose your own hours
- Be your own boss
- Mail order & fund raising programs
- McGruff® school program
- Financial freedom
- Profit from promoting literacy

CALL  
**1-800-732-3009**

**www.hefty.com**

Since 1980



**HEFTY PUBLISHING COMPANY®**

Home of Create-A-Book®



US Patent # 5,114,291, 5,190,316 & 5,454,678  
Copyright © 1998 Hefty Publishing Company  
Precious Moments® characters and names are trademarks of Precious Moments Inc., Barney, BJ, and Baby Bop are trademarks of The Lyons Group

CIRCLE READER SERVICE 80

## EASY MEDICAL BILLING

### Easy Price

# \$199

Start making money *today*. Everything is included to open your own business *now* using KIP ClaimPro Software.

- Bill any insurance carrier electronically
- Unlimited patients, providers, and offices
- Memorize frequently used claims
- Unlimited technical support
- For Apple Macintosh or Windows 95

**KIP**  
MEDICAL OFFICE  
*Software*

CALL 24 HRS.  
7 DAYS A WEEK  
**(800) 782-5480**

**KNOWLEDGE IS POWER, INC.**

CIRCLE READER SERVICE 69





**Insider Secrets Revealed! Now You Can Learn ...**

# How To Build WEALTH

**It's the hottest home business in America today and, frankly, there has never been a better time to get started!**

Did you know that 40 million homeowners are overpaying on their largest monthly expense . . . their home mortgage? As our representative, you can show them how they can save an average of \$75,000 in interest charges by enrolling in our lender approved, mortgage reduction and auditing programs. You won't need any mortgage experience and you can work at home. We'll even help you recruit others to market our programs for you (*free*) while you earn an automatic income! Plus, it's so easy (and affordable) to get started!

## **LEARN THE SECRETS**

As our representative, you can show homeowners how to: Save an average of \$75,000 in interest charges: Pay off 30 year loans in 19 years: Build equity 3 times faster . . . and all **WITHOUT** refinancing! Plus, we include mortgage auditing to detect **lender overcharges**, which by government estimates, exceed **\$15 BILLION**!

## **ASK ANY HOMEOWNER . . .**

"If I could show you a **GUARANTEED** system that could **SAVE** you about \$3,500 **per year** for *each* of the next 20 years, and it only cost \$395, would you invest 10 minutes to watch a video?" Homeowners know they'd be foolish to say no. You'll be a hero and you can earn a large income in a prestigious position as our representative.

## **MAKING APPOINTMENTS THE EASY WAY**

Our advanced marketing strategies can help you set appointments by the dozens. Or, use our Group Presentation System to enroll homeowners in volume. We also have access to millions of mortgage leads for as low as 18 cents each.

## **EARN 100% COMMISSIONS!**

As a **Sales Director**, when homeowners pay you \$395 to enroll into our Equity Acceleration Program, you can keep \$395 as your commission and you can deposit it immediately!

## **WE'LL HELP YOU RECRUIT A SALES FORCE**

Don't have time to direct market our programs to consumers? USMR can help you recruit a network of sales reps to enroll clients for you! With our **FREE** recruiting and management program, you just run a few newspaper employment ads with our 800 number and a special code. We'll take your ad calls, send color information packages to your callers and we'll sign them up for you. We can then manage your new reps and pay you up to \$118 for each client they enroll! Just imagine

how large your income could be with your own sales group!

## **OUR SUPPORT TEAM IS ON CALL FOR YOU**

USMR maintains a staff of highly qualified professionals to help you grow your business. They're on call 45 hours per week **toll free** . . . so you can call them from anywhere. And this support is **FREE!** Remember, we earn our income as you become successful. That's why you can really depend on us to help you excel!

## **STILL THE #1 PROGRAM IN THE USA!**

Since 1988, thousands of professionals and individuals working from home have joined USMR. And together, working as a team, we've grown to become the **largest**, most successful company of our type in America . . . **BILLIONS** of dollars worth of mortgages and loans have been enrolled with us. And with 52 million mortgages, and refinancings running at record high volumes, there has never been a better time to join USMR to help homeowners save \$75,000 (avg) in unnecessary interest payments which they'll otherwise pay their lender!

## **JOIN A PROVEN WINNER**

If you want to start out in business, then start at the top. Fact is, when you join USMR, you're becoming part of an outstanding, super successful organization that can put you on the fast track to wealth. But what's really amazing is the low investment to get started. And if you call now, we'll include **\$1,068** worth of bonuses!

## **BONUS #1: PERSONAL DEBT REDUCTION**

Once you enroll, we'll send you our **DEBT FREE USA** program! Now you can show anyone with credit cards, personal loans, auto loans, etc., how to get completely out of debt in less than 5 years while saving \$10,000 to \$25,000 (or more) in interest charges! And all of these benefits are available with no increase in monthly payment!



The President of USMR stands behind the most impressive array of materials in the industry. (Computer system and some items optional.)

Anyone who uses credit is a prospective client and the income potential will amaze you!

## **BONUS #2: 4 APPLICATION COUPONS**

You'll also receive four **BONUS COUPONS** worth up to \$574 which can reduce your net enrollment cost to **ZERO** and leave you with \$150 left over! (Call for complete details.)

## **BONUS #3: FREE HOME ENROLLMENT**

We'll also enroll your home into our Equity Acceleration Program **FREE** . . . a \$395 value!

To learn how you can get started (for as little as \$399 plus shipping), please call your friendly USMR Program Advisor right now.

**PS:** Be sure to ask about how USMR can recruit and manage a sales team for you to generate an **automatic monthly income!**

**1-800-743-0001**  
**Ext. 450**

*USMR accepts all major credit cards.*

*Visit USMR on the web: **WWW.USMR.COM***



# BUSINESS VENTURES

## Medical Billing

"One of the Hottest and Most Profitable Businesses of the 90's"  
—Entrepreneur Start-up Business Guide



### A New High Income, Home-based Business—Processing Health Claims

National Claims Service offers the most complete package available, including a two day training seminar, video training courses, software and a professional start-up package. Previous computer or billing experience are not required. *Electronic Claims Processing* has excellent income potential, working part or full time.

Capital required: \$4,995 to \$8,995.

**For our Free Information Packet, Call us Toll Free**

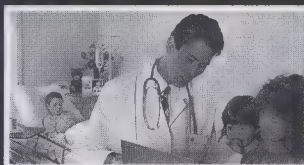
**1-800-207-3711 ext. 200**

Visit us on the Internet at <http://www.nationalclaims.com>

**NATIONAL CLAIMS SERVICE**

5000 Windplay Dr., El Dorado Hills, CA 95762

CIRCLE READER SERVICE 74



### MEDICAL BUSINESS OPPORTUNITY

## Over 90% of All Hospital Bills Have Errors.

- You recover overcharges for patients, employers and insurers.
- You keep half as your fee.
- Clients are everywhere.
- Great income potential.
- We seek affiliates nationwide.
- One-time investment of \$7500.
- Web site: [www.healthaudit.com](http://www.healthaudit.com)

**HDM** Healthcare Data Management, Inc.

60 Chestnut Avenue • Suite 103 • Devon, PA 19333

**For FREE Information Call Now!**

**800.859.5119**

CIRCLE READER SERVICE 77

## Earn The Living You've Dreamed Of... Right In Your Own Dream House!

Live in a stunning Eagle's Nest home with design features not found elsewhere at twice the price.

Models as low as \$9.10 per square foot.



Earn up to \$5,000 to \$15,000 per home...

- Quality
- Contemporary / Traditional Homes
- Keep Present Employment

All you need to get started is a \$5,000 house deposit for your own business or private use.

For a **FREE** Full Color Brochure Call **Mr. Jenkins** at 1-800-579-1079 (24 hrs) Fax (770) 720-7605 or write:

**Eagle's Nest Homes, Inc.**  
205 Eagles Nest Drive  
Canton, GA 30114-7972

Visit our web site at:

<http://www.eaglesnesthomes.com>

**\$60.00 /Hour**

## Laser Printer Recharging...



- Ideal at home kitchen-table Business
- Huge demand! ● Growing like crazy!
- Customers flock to you
- \$60.00 - \$90.00+ per hour spare time
- Easy to learn System
- PLUS New Free Bonus Marketing System - effortlessly and quickly get as many customers as you could wish for!

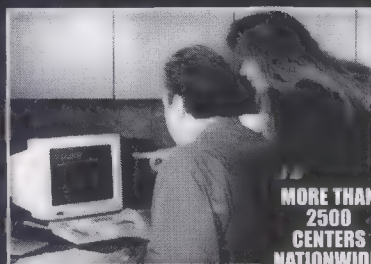
"I couldn't believe how easy it was to get started. I was stunned and thrilled at the enormous demand for this service! Customers are everywhere and eager to do business with me! I have as many customers as I could ever want because I save them a bundle. That is why I'm in such demand. Best part is I make a hefty 400% profit at the same time! I run my business right here from my kitchen table in my spare time. Recharging laser copier and printer cartridges is easy and it's fun. Best of all - I make *four times* the money per hour than I ever did at my old job! The people at LaserPro System took me step by step to my own laser recharge business. You owe it to yourself to look into it."

Ultra low investment just 477.00

- Free report reveals facts and tells of explosive growth ahead!
- Free report & fact kit. Call 24 hours
- Call now 757-259-0464 (VHF)

CIRCLE READER SERVICE 75

## PROCESS MEDICAL / DENTAL CLAIMS AT HOME...



**MORE THAN 2500 CENTERS NATIONWIDE!**

### Be in Business for Yourself!

Our business opportunity will offer you a higher quality of life in one of America's fastest growing industries. Getting started is simple with our complete program. We provide 3 days of extensive training, PC Windows Software, FREE updates, Manuals, Videos and Unlimited Support.

#### FINANCING AVAILABLE.

- Excellent income potential.
- No experience necessary.
- Investment \$4,995 / \$8,495.

**Inc 500**  
One of America's Fastest Growing Private Companies

Call Today

**800-322-1139 Ext. 200**

**IAMS**  
ISLAND AUTOMATED MEDICAL SERVICES, INC.

5999 Central Ave., Suite 300, St. Petersburg, FL 33710

CIRCLE READER SERVICE 83

## Medical Billing Claims Processing At Home!

### Become Financially Secure!!!

Own one of the fastest growing, most profitable businesses in America today.

At ABS, we provide:

- ◆ Leading-edge, easy-to-use software, loaded with features
- ◆ Extensive 2 day classroom training & reference manuals
- ◆ Complete marketing plan

No business or computer experience necessary.

Investment: \$4,995/\$8,495  
Financing Available

**Secure your future today!**

**Start your own business now!**

**Call Toll Free (888) my-own-biz**  
(888) 696-9624

**Automated Billing Services**

4 Stonehill Terrace - Boston - MA 02136

visit our website at [www.pickABS.com](http://www.pickABS.com)

CIRCLE READER SERVICE 98



# MARKETPLACE

## MARKETPLACE RATES

for Home Office Computing  
500,000+ Circulation

### DISPLAY RATES (Effective 3/98 Issue)

Prepayment Required

Net cost per column inch **per month**:

1 Time	.....\$695.00
3 Times	.....590.00
6 Times	.....505.00
12 Times	.....480.00

Add \$85 for Reader Service number for all display ads under 3 column inches.

**Column width is 2 3/16"**

Figure 10 lines maximum per column inch.  
Using fewer than 10 lines allows for larger typesizes or graphics.

### LINE RATES (Effective 3/98 Issue)

Prepayment Required

**4 Line Ad (minimum)**

Net cost for 4 lines **per issue**:

1 Time	.....\$395.00
3 Times	.....290.00
6 Times	.....250.00
12 Times	.....215.00

### Additional Lines:

Net cost per additional line **per issue**:

1 Time	.....\$75.00
3 Times	.....55.00
6 Times	.....50.00
12 Times	.....45.00

### FOUR LINE MINIMUM

Boldface: \$35.00 Greyscreen: \$40.00

Maximum of 40 characters per line, including punctuation and word spaces. For lines in **bold** type or ALL CAPITAL letters - 36 characters only.

**2nd Color Available**  
**Yellow, Blue, Magenta**  
Call your representative  
for more information

Marketplace Advertising is not agency commissionable.

**We accept Visa, MasterCard, Discover and American Express**

### 1998 DEADLINES:

Aug. '98	.....6/1/98
Sept. '98	.....7/1/98
Oct. '98	.....8/1/98

For more information about advertising in the Marketplace call us today:

**Call Heath F. Eiden**  
Account Executive  
888-225-7646 212-547-6393  
FAX: 212-547-6436  
email: heathe@curtco.com

**Call Jennifer DiMatteo**  
Account Executive  
800-999-6589 212-547-6394  
FAX: 212-547-6436  
email: jenniferd@curtco.com

## ADVERTISING SERVICES

Reach millions of qualified customers/  
clients weekly. Affordable. Free Info.  
AdNet Classifieds. 800-458-5580 Ext. 500

**Promote Products in Trade Journals!**  
Articles about **your products** in trade publications are persuasive sales tools.  
FREE Sample Reprints: 612-748-9116

## ASSOCIATIONS

CALLING ALL SMALL-BUSINESS ASSOCIATIONS  
**Home Office Computing and Small Business Computing** are compiling the country's

largest list of local and national small-business associations and groups and want to include you.

If you belong to a group of any size that offers help to small businesses, we want to know about you. Send us a paragraph (sbasoho@aol.com) on your organization and information on how to contact you. Include the address, phone number, membership size, and Web site address. We will include it on our list, which will be posted on our online sites.

## BOOKS & MANUALS

CONFUSED? Not sure which personal computer to buy? **SAVE TIME! SAVE \$\$\$!** with Smart Shopping Guides. FREE Information: 1-800-474-6075 www.summitpublishing.com

## BUSINESS OPPORTUNITIES


**FREE INFORMATION**-No Cold Calling!  
**Insider Techniques**-Prospects Come To You  
3,000 plus a month F.O.D. 703-904-0005 #169  
http://www.hbcn.com HBCN: 1-800-248-8840

\$1,143,775 from my computer making homemade "how-to/biz-op" booklets. Money never stops.  
Free report. Don Massey, Box 270910-HOB, Ft. Collins, CO 80527-0910. 970-495-4724 24 hrs.  
Visit me at-http://www.masseypub.com

FAMOUS MAIL ORDER MILLIONAIRE Reveals his money-making secrets. Free hour cassette: Melvin Powers, 12015-H Sherman Road, No. Hollywood, CA 91605. http://www.mpowers.com

## YOU CAN BE A TRAVEL AGENT

Immediately start earning your share of the trillion dollars spent annually on travel. Our nationwide network allows you to work at home or office, full or part time, enjoy travel discounts, be your own boss, be on-line with airlines, hotels, car rentals and more. FUN and PROFITABLE.

 **Traveler's Choice Associates** Call for FREE brochure. 1-800-446-0096

## BUSINESS OPPORTUNITIES

**TIRED OF PROMISES & ALL THE CRAZY CLAIMS?**  
**Earn \$500.00 - \$2500.00 per month on your home P.C!**

- Pre-Employment Screening
- Background Investigations
- People Finder Service

A business you can really do  
for less than \$250.00

Agent Inquiries Welcome

Interested? Voice: 800-350-1063



http://www.acudata.com

CIRCLE READER SERVICE 2

### MAKE MONEY WITH A FAX

Starting income \$4,500/mo. sending faxes to physicians from your home or office  
Call 800-777-2565 Ext. H12

## FREE REPORT

**"Discover How To Make \$5,000 per Month Using The Internet!"**

Free Report reveals "8 *jealously guarded marketing secrets*" to make a gold mine with the Internet. Visit our site for FREE secrets:  
[www.aamarketing.com](http://www.aamarketing.com) or call.

CALL Recorded Message

1-800-850-0937 Dept.#HOC

### "THE ULTIMATE MAIL ORDER BUSINESS"

Own the rights to reprint and sell 750 "HOW TO" books, reports & manuals. On CD-ROM.  
Call 1-800-867-3071 TODAY  
to have FREE info sent. 24 hrs.

## MEDICAL/DENTAL BILLING

Highest Quality/Lowest Price Software  
No Fee-per-Claim Available

- Commercial Electronic Claims DIRECT to NEIC
- Medicare/Medicaid/BlueShield Direct to carrier
- Call about Windows version availability

Email: oxford@ciinternet.net

Oxford Medical Systems 513-772-5102

**800-825-2524 24 Hours**

### SEE THIS COLOR

So do your fellow **Home Office** readers.  
**Communicate with them in color**  
Call for details: 800-999-6589  
http://www.smalloffice.com

### EASY WORK! EXCELLENT PAY!

**Assemble Products At Home.**  
**Call Toll Free**  
1-800-467-5566 EXT. 11567

Reach "Millions" Virtually FREE! Targeted Email Software. Call 24 Hrs 800-359-8070, ext. 1998 or FOD (703) 736-1655, doc 891 or [www.associatedresources.com/bem.htm](http://www.associatedresources.com/bem.htm)



# MARKETPLACE

## BUSINESS OPPORTUNITIES

**Realize your dream of freedom**  
Your homebased business. Choose how & when. \$40 start. Strong growth, products, & support. Featured in Success magazine & ranked top 10 by Business Start-Ups mag.

**FREE info pack: 1-800-892-2123**  
GFBS Inc. - Independent Watkins Representatives

**USE YOUR BUSINESS BACKGROUND to**  
Become a Successful Small Business Coach!  
FREE Details. National Association of  
Business Coaches 1-800-290-3196

**Attention Fax-Machine Owners!**  
Learn how to advertise to thousands  
and make big \$\$\$! Free Details  
FOD 1-800-783-7363X728 ID#2156592383

**COMPUTER USERS Needed.**  
Typing & Word processing from home.  
\$45,000/yr. income potential. Call  
1-800-513-4343 Ext B-22585

**HOME TYPISTS,**  
PC users needed. \$45,000 income  
potential. Call 1-800-513-4343  
Ext. B-22586

**TURN YOUR HOBBY, WORK, PERSONAL INTERESTS INTO**  
"INSTANT CASH." Simple recipe for creating  
hot-selling "instant" reports and books in  
just 1 hour. Huge profits. Free Infopak.  
Call 24 hrs - 1-800-894-6084

**EARN BIG MONEY**  
Owning your own internet or 900# business  
Call 1-888-850-6114  
www.saturncommunications.com

**Earn \$5000 plus Monthly!**  
As a **Certified Disability Consultant.**  
No experience required. Details:  
Call 303-766-1111 www.ssaconsultants.com

## SEE THIS SPACE?

So do 1,200,000+  
Home Office Computing  
readers.  
Call  
**800-999-6589**  
for advertising information.

## BUSINESS OPPORTUNITIES

More Monthly Income NOW!! In Oxyfresh!  
Profit from our 100% e-mail recruiting system.  
You get everything you need to succeed FREE!  
Free report by e-mail: oxyinfo@snet.net

Mailorder, Internet Profits! Sell Books,  
Tapes, Reports, CDs. Free Catalog  
Mascor Publishing, 1-(800) 781-2219  
http://www.mascorpub.com

**FREE! 1001 Fast, Easy ways to make money.**  
Send name/address.  
Money Making,  
Dept. HC, Box Z, Studio City, CA 91614

**EARN MONEY** Reading books!  
\$30,000/yr income potential.  
Details, 1 (800) 513-4343 Ext. Y-22585

**FREE\*Unique Electronic Catalog\*FREE**  
Books, Videos, CD-ROMs w/Reprint Rights  
Reports; plus Secrets to Help Triple Your  
Business! 800-368-5198 (24 hrs) Call Now!  
Visit: http://www.Success.by.net for Over  
20,000 Software Titles & Online Training!

**DO YOU LIKE CARS?**  
Own your own new car consulting business. Hi  
earnings verifiable. Excellent training &  
support. Begin f/t or p/t. Invest. req'd.  
Call M-F (800) 961-4415  
http://www.autozdirect.com

**EARN MONEY** Reading books!  
\$30,000/yr income potential.  
Details, 1 (800) 513-4343 Ext. Y-22586

**Increase Business! Save Money!** Find thousands  
of hidden sources of FREE products & services  
on the internet. All revealed in New Small  
Business CD. 888-871-9764 for FREE details!

**POWERFUL INCOME!**  
You Can Earn \$1,125 per \$1,250 sale, once  
Qualified, by marketing a success-oriented  
Educational Program. Great Sales Support  
Available. Call 800-329-8002 Extension 152

**MERCHANT BANKING ORGANIZATION**  
BECOME OUR LOCAL REPRESENTATIVE, ACQUIRING  
BUSINESSES, AND FINANCING THEM.  
MERGERS AND ACQUISITIONS. 1 (800) 939-7524

Those Seeking a Home Based Business  
No selling, face to face, or cold calls  
1-800-811-2141 ID#48668 or visit  
http://members.aol.com/Fortune5T/

## BUSINESS OPPORTUNITIES

**Work at Home!**  
**Get into Medical Billing & Claims Processing**  
**Earn up to \$40,000 a year!**  
Get free facts on how you can train at home for  
America's fastest-growing, money-making at-  
home career. Plenty of high-pay office jobs, too!  
**Call 1-800-388-8765** Dept. MH158  
or mail this ad

Name \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ Apt \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School of Medical Claims Processing  
At-Home Professions, Dept. MH158  
2001 Lowe St., Fort Collins, CO 80525

## BUSINESS SERVICES

**Increase Cash Flow**  
**+ YOUR BUSINESS = \$**

**Cardservice International 1-800-238-2771**  
Ask for Garrett or Rose

Cardservice International is a registered agent for First Bank of Beverly Hills-Calabasas, CA, Humboldt Bank-Eureka, CA, Redding Bank of Commerce-Redding, CA, Tehama County Bank-Red Bluff, CA. All banks FDIC insured

**INCORPORATION and TRADEMARK services.**  
Attorney owned and operated. FREE Information.  
CALL 800-672-9110 Fax 305-672-9110  
http://www.corpcorations.com  
CORPORATE CREATIONS®

**ACCEPT THE MAJOR CREDIT CARDS!** Cost  
effective, no lease required, no monthly  
minimum, processing software available  
call 800-480-6694

**INCORPORATE, LLC all States and Offshore**  
**TRADEMARK Search and Registration**  
**GUARANTEED LOWEST COST ANYWHERE!**  
888-996-2677-Call for FREE Brochure  
Internet: http://www.bizcorp.com  
BIZCORP<sup>SM</sup>


**FIRST MONTH FREE...\$125 month-Flex-time**  
offices, FT service in over 150 cities  
across the U.S. Professional business  
address, personalized phone answering,  
conference rooms, administrative support &  
more. Call Sarah 800-216-9129 for more info.

*Business Services continued on next page*



# MARKETPLACE

## BUSINESS SERVICES

**PC CRISIS LINE**  
  
**1-800-828-4358**  
 Dump the manual, talk to a real person  
 Call for a FREE Information Package  
<http://www.netbox.com/pccrisis/>

CIRCLE READER SERVICE 4

**INCORPORATE EASILY**  
 NEVADA AND CALIFORNIA SPECIALISTS  
 Low cost, fast, reliable. FREE information  
 800-267-7657 or <http://www.corpmakers.com>

**Meet your New Personal Administrator**  
 Successful people know they can't do it all. They assign tasks to their personal administrators. Everyone needs a Virtual Office. With ESA you get more done, you have time for the more important things in life. Call Now 888-304-7899 Listen to Voice On Demand Message #100, leave a message and I will call you back or visit our web site at [www.afsinternet.com](http://www.afsinternet.com) for more information.

**ESA™**

## EDUCATION

LEARN HIGH-PROFIT PC REPAIR-TROUBLESHOOTING, SERVICING, UPGRADING AND INSTALLATION. HOME STUDY. FREE LITERATURE. P.C.D.I., ATLANTA, GEORGIA. 800-362-7070 DEPT. JG247

PARALEGAL GRADED CURRICULUM. Approved home study. Most affordable and comprehensive 100 years of legal training. Free catalog. 800-826-9228. Blackstone School of Law, PO Box 701449, Dept. HO, Dallas, TX 75370

## FINANCIAL SERVICES

### FREE CASH GRANTS!

Never repay. Business Start, Expansion, Acquisition, Personal Needs, Medical, Debts. Free Information Package. 1-818-377-5217

LEARN SECRETS OF RE-ESTABLISHING CREDIT  
 Check or money order to Electro-Trac  
 P.O. Box 109, Auburn, AL 36831-0109  
 Only \$14.95 (334) 826-6128

[www.advantagefunding.com](http://www.advantagefunding.com)

**Turn Your Invoices into IMMEDIATE CASH**

- Cash within 24 hours
- No term contracts to sign
- Bank to bank transfer of funds
- We assume the credit risk

Call Jeff Farkas Toll free **1-800-241-CASH**

**AC Advantage Funding Corp.**  
 Giving Your Business The ADVANTAGE To succeed  
 E-mail: [quickfactoring@worldnet.att.net](mailto:quickfactoring@worldnet.att.net)

**FREE CASH GRANTS!**  
 Scholarships, College, Business, Medical bills. No payback. Toll Free Mon-Fri 1-800-430-1945 Ext. M-22586

## FINANCIAL SERVICES

**MONEY SUPERMARKET!**  
 Loans - Any Reason, Any Amount!  
 Credit No Problem! 72 Hour Processing!  
 Brokers Needed! **800-399-7197 X314**

## INSURANCE

**Insures Your Computer**  
  
 SAFEWARE Computerowners coverage provides replacement of hardware, media and purchased software. Premiums start at \$49 a year for up to \$2,000 of equipment. Covers theft, fire, accidental damage, power surge and more!  
**Call 1-800-800-1492**  
 SAFEWARE, The Insurance Agency Inc.  
 5760 N. High Street, PO Box 656, Columbus, OH 43085

CIRCLE READER SERVICE 3

## INTERNET

FREE WEB SITE for your store.  
 No Computer Needed. WE SELL FOR YOU.  
 Our client sells \$40,000 a month online.  
 Call 800-617-3646 to see if you qualify.

## MAILING LISTS

HOTTEST OPPORTUNITY BUYERS! NO LIST SOLD TWICE, 100% Guaranteed, Labels or Diskettes. 500/\$30; 1,000/\$40; 2,000/\$70; 5,000/\$150. MC/Visa 800-583-6245 DATA MAILING SERVICE

## MARKETING

Build Customer Relationships through Database Marketing  
 FREE SAMPLE NEWSLETTER  
 Call 888-698-2233 Toll-Free

## REAL ESTATE

WHEEL & DEAL IN REAL ESTATE, OWN YOUR OWN MORTGAGE CO. WHOLESALE FUNDS FOR YOUR OWN ACQUISITIONS OR MAKE MONEY LENDING TO OTHERS. COMMERCIAL/RESIDENTIAL 800-989-0151

## SOFTWARE

**\*\*MAIL ORDER PROCESSING SOFTWARE\*\***  
 Order Entry & Printout, Credit Card Processing, UPS Manifest, Inventory, Mailing Lists. Only \$299 1-800-774-6668

**MEMBERSHIP MANAGEMENT SYSTEM**  
 New for Windows & Windows '95  
 Clubs, Churches, Organizations and more  
**FREE BROCHURE**—800-546-5966 or 903-876-2224 ONLY \$299.00  
<http://www.linkedsoftware.com>

## SOFTWARE

### Medical Billing Software

Electronic claim submission, paper claim printing, accounts receivable tracking, and practice management — all in one affordable program!

- Used in healthcare practices and billing services
- 30 days free telephone support
- Nationwide training classes
- Additional billing service products available
- Windows and DOS versions available
- Prices start at \$99 for a complete system
- See us on the Web — [www.azmedisoft.com](http://www.azmedisoft.com)

**MEDISOFT** (800) 333-4747  
 Patient Accounting

### ACCEPT CHECKS BY PHONE/FAX/INTERNET

Close more sales... Increase Profits...

Collect Money Due... Stop Slow-Pay Excuses...

- ☑ FREE Web Marketing Newsletter
  - ☑ FREE WWW Order System
  - ☑ FREE Phone Script
  - ☑ FREE DEMO Download!
- Only \$99 No-Risk Guarantee

**TurboCheck Software - The Premier Phone/Fax/Internet-Check Payment System**  
 Visit <http://www.TurboCheck.com/hoc>  
 Email: [sales@turbocheck.com](mailto:sales@turbocheck.com) Phone: 619.472.2300

### MailOrderManager™

Order entry, credit card processing, shipping, A/R, A/P, contact management with integrated internet e-mail options, inventory management, reporting, list management and mailing—M.O.M. gives you everything you need for order taking by phone, mail even the World Wide Web in one simple easy-to use and affordable Windows program. The #1 selling software solution for direct marketers worldwide!  
 Call today for a free brochure or to order our Complete Demonstration Kit  
**1-800-858-3666**

Dydcamp Corp. 150 River Road, Suite N 1, Monville, NJ 07045 [www.dydcamp.com](http://www.dydcamp.com)

## TONER CARTRIDGES

Save 40% to 60%!!

All HP's, Epson, Canon, Apple & Others  
 Environmental Laser 1-800-442-8391 MC/Visa

## TRAVEL

**HOME BASED TRAVEL AGENCY**  
 PT/FT. Comprehensive Training for 2. Outstanding Travel/Tax Benefits. \$7900. FREE TAPE. Eagle-America's Oldest & Largest. **Stability Is The Difference.** Motivated Applicants: (800) 811-3553 ext. H086

## WORLD-WIDE WEB DIRECTORY

### SEE THIS SPACE?

So do 1,200,000+ Buyers of Business products and services  
<http://www.smalloffice.com>



# When Computers Attack!

*Warning: Due to the violent nature of the following article, reader discretion is advised*

**Y**OU WERE RIVETED BY *WORLD'S FUNNIEST HOMICIDES*. You taped parts one, two, three, and four of *Alien Autopsies Made E-Z*. You didn't hesitate to hail a taxi after watching *New York Cabdrivers: Bloodbath on Broadway*.

But even those crashes didn't prepare you for *these* crashes. These are the stories of silicon turned savage, of hard disks from hell, of networking nightmares in an Internet inferno. This is what happens... *When Computers Attack!*

Meet Bob Terwilliger, a fellow who knows firsthand the results of office equipment going bad—he was fired by a major consulting firm when the office photocopier jammed while churning out copies of his résumé. Now Bob's a home-based consultant. He's just returned from a client's office, carrying spreadsheet files full of confidential financial data on a floppy disk.

There's the disk on Bob's desk. There's Bob talking on his cordless phone. Wait—he's placing the phone down on top of the disk! The disk seems to cringe. But there's no computer carnage until...yes! The phone is ringing! The speaker inside the handset pulses with electricity, sending out magnetic waves that penetrate the disk's thin plastic shell—and turn the client's data into unreadable mush!

The magnet and the floppy disk are like predator and prey, locked together in a digital dance of death by a man who should have known better. And even now he doesn't realize that his data disk has been transformed into a novelty drink coaster.

Later that night, Bob boots up his computer to crunch those numbers for a presentation due tomorrow. He launches Excel, selects "Open" from the File menu, and switches to the A drive. "The disk in drive A

is not formatted," says the onscreen message. "Do you want to format now?"

The Terwilliger children are awakened by the anguished cries of their father. Unfortunately, in home-office space, everyone can hear you scream. But now it's time for us to leave...

...Let's visit with Judy Hastings, a telecommuting

financial analyst for a consumer-products conglomerate. Judy is word processing a major research report detailing the effect of fluctuations in the price of Gorgonzola cheese on filter-tip cigarette sales in the domestic market. In another window she's working on her pet project: an erotic thriller entitled *Stocks and Bondage*.

At last, the report is finished, right on deadline! With no time to lose, Judy saves her files. Then she opens her e-mail program, creates a cover note, attaches the word processing file, and clicks the OK button that sends her message soaring through cyberspace to her boss's mailbox.

Minutes later Judy's boss is immersed in the report. It seems

that Alfredo, a swarthy portfolio manager whose muscles ripple sensuously as his NASDAQ rises, is alone with Sonya, the office manager who's found uses for red tape that the company bureaucrats never imagined. And while the two do get to cigarettes eventually, there's no Gorgonzola to be found anywhere.

A hasty file attachment, a slip of the mouse, and Judy Hastings's career swerves out of control in a treacherous U-turn on the information superhighway.

Remember: Computer problems are always upsetting, but you'll really get your back up if you don't have your backup... *When Computers Attack!* ■



BY STEVE MORGENSTERN

STEVE MORGENSTERN spins these twisted tales from his home office on Long Island.



# THE SOLUTION TO PERFORMANCE ANXIETY. JUST \$2699.

**NEW DELL® INSPIRON™ 3200 D233XT**  
233MHz PENTIUM® II PROCESSOR  
FEATURING MMX™ TECHNOLOGY

- ★ 13.3" XGA Active Matrix TFT Display
- ★ 32MB SDRAM Memory
  - 512KB L2 Pipeline Burst Cache
- ★ 4GB Ultra ATA Hard Drive
  - Modular 24X Max™ Variable CD-ROM Drive
  - Modular 3.5" Floppy Disk Drive
  - 128-bit Graphics Accelerator
  - Zoom Video and USB Ports
- ★ Stereo Speakers with 3D Surround Sound and Yamaha Software Wavetable
  - Smart Lithium Ion Battery
  - Cardbus Ready/Fast IR1.1
- ★ MS® Home Essentials 98
  - MS Windows® 95/MS Internet Explorer
- ★ FREE MS Windows 98 Upgrade Packet\*
- ★ 6.9 Pounds\*/Touchpad
  - Extendable 1-Year Limited Warranty†
- ★ Upgrade to 64MB SDRAM, add \$199.
- ★ Upgrade to a NEW 6.4GB Ultra ATA Hard Drive, add \$299.
- ★ Deluxe Nylon Carrying Case, add \$59.

**\$2699**

Personal Lease\*: \$101/Mo., 36 Mos.  
Order Code #800504

**THANKS TO THE DELL INSPIRON NOTEBOOK WITH A 233MHz PENTIUM II PROCESSOR, PERFORMANCE IS VERY AFFORDABLE.**

If you think high-performance notebooks only come at a high price, relax. This sleek Dell® Inspiron™ 3200 portable has got it all – a 233MHz Pentium® II processor featuring MMX™ technology, 32MB SDRAM and a 4GB hard drive. It also features a bright 13.3" XGA active matrix display that's easy on the eyes. Not to mention stereo speakers with 3D surround sound

and Yamaha Software Wavetable and a 128-bit graphics accelerator to further enhance your multimedia experience. You'll be pleasantly surprised at the way it feels as well, weighing in at a lean 6.9 pounds.\* So if you're looking for a supreme package at an inviting price, call Dell. Or visit our website, for an equally painless way to get all the satisfaction you need.



pentium® II

\*Personal leasing arranged by Dell Financial Services L.P., an independent entity, to qualified customers. Amount of monthly lease payments above are based upon 36-month lease. All above monthly lease payments exclude taxes which may vary (for example, Hartford City, IN sales tax \$5.05/month); shipping cost due with first payment; no security deposit required; subject to credit approval and availability. Lease terms subject to change without notice.

**DELL®**

TO ORDER TOLL-FREE

**800-847-4116**

TO ORDER ONLINE 24 HRS./DAY

[www.dell.com/buydell](http://www.dell.com/buydell)

Mon-Fri 7am-11pm CT • Sat-Sun 8am-8pm CT  
In Canada\* call 800-839-0148

Keycode #88156



py Disk Drive ♦ 2 Universal Serial Bus (USB) Ports ♦ McAfee VirusScan ♦ Microsoft® Windows® 95 ♦ **FREE Microsoft Windows 98**

#### NEW DELL DIMENSION XPS R350 350MHz PENTIUM II PROCESSOR FEATURING MMX TECHNOLOGY

- 64MB 100MHz SDRAM Memory
- 5.1GB Ultra ATA Hard Drive (9.5ms)
- 1000HS 17" (16.0" vis., .26dp) Trinitron Monitor
- STB nVidia 4MB 3D AGP Video Card
- 32X Max\* Variable CD-ROM Drive
- Crystal Wavetable Sound
- Altec Lansing ACS-295 Speakers with Subwoofer
- Microsoft Office 97 Small Business Edition plus Encarta 98
- Dell Comfort Key Keyboard

## \$2399

Personal Lease\*: \$90/Mo., 36 Mos.  
Order Code #500508

#### DELL DIMENSION XPS D300 300MHz PENTIUM II PROCESSOR FEATURING MMX TECHNOLOGY

- 64MB SDRAM Memory
- 4.3GB Ultra ATA Hard Drive (9.5ms)
- 1000LS 17" (15.9" vis) Monitor
- STB nVidia 4MB 3D AGP Video Card
- 32X Max\* Variable CD-ROM Drive
- Turtle Beach Montego A3D Sound Card
- Altec Lansing ACS-90 Speakers
- MS Home Essentials 98 with Money 98
- Dell QuietKey Keyboard

★ Upgrade to a 1000HS 17" (16.0" vis., .26dp, 85 kHz) Trinitron Monitor, add \$139.

## \$1999

Personal Lease\*: \$75/Mo., 36 Mos.  
Order Code #500510

#### DELL DIMENSION XPS D233 233MHz PENTIUM II PROCESSOR FEATURING MMX TECHNOLOGY

- 64MB SDRAM Memory
- 4.3GB Ultra ATA Hard Drive (9.5ms)
- 800LS 15" (13.7" vis) Monitor
- STB nVidia 4MB 3D AGP Video Card
- 32X Max\* Variable CD-ROM Drive
- Yamaha Wavetable Sound
- Altec Lansing ACS-90 Speakers
- MS Home Essentials 98 with Money 98
- Dell Comfort Key Keyboard

★ Upgrade to a 1000LS 17" (15.9" vis) Monitor, add \$145.

★ Upgrade to an 8.4GB Hard Drive, add \$89.

## \$1699

Personal Lease\*: \$64/Mo., 36 Mos.  
Order Code #500501

## SOFTWARE DESCRIPTIONS

#### Microsoft Office 97 Small Business Edition includes:

- Word 97
- Excel 97
- Publisher 97
- Outlook
- Small Business Financial Mgr. 97
- Automap Streets Plus

#### Microsoft Home Essentials 98 includes:

- Word 97
- Encarta 98 Encyclopedia
- Money 98
- Works 4.5
- Greetings Workshop 2.0
- Puzzle Collection

#### Featured Software:

- Game Pack I (sold with Dell Dimension only) includes: Command & Conquer: GOLD, Myst and Warcraft II, add \$59.

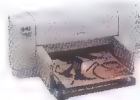
# WE GRADUATED, ENOUGH TO BUY A DELL.

## GREAT VALUES. FROM PRINTERS TO SOFTWARE.

### DESKTOP UPGRADES

- Upgrade from an 8.4GB Ultra ATA Hard Drive to an 11.5GB Ultra ATA Hard Drive, add \$109.
- Upgrade from 64MB SDRAM to 128MB SDRAM, add \$169.
- Upgrade from a 32X Max\* Variable Drive to a 2X DVD-ROM Decoder Card, add \$179.
- Upgrade from a 1000HS 17" (16.0" vis., .26dp) Monitor to a 1200HS 19" (17.9" vis., .26dp) Monitor, add \$99.
- Upgrade from the STB nVidia 4MB 3D Video Card to the Diamond Media 2 8MB 3D AGP Video Card, add \$49.
- Upgrade from a 100MB Internal Drive with Two Cartridges, add \$99.
- 3-Pak of 100MB Cartridges, add \$49.
- Microsoft Sidewinder Precision Pro Joystick, add \$69.
- Upgrade to 3-Year Next-Business-Day At-home<sup>®</sup> Service, add \$99.

### PRINTERS/SCANNERS



- HP DeskJet 722C, add \$299.
- HP LaserJet 6Lse, add \$429.
- HP OfficeJet 600, add \$499.
- HP ScanJet 5100Cse Scanner, add \$299.

### POWER STRIPS/SUPPLIES

- APC SurgeStation Pro 8T2, add \$39.
- APC Back-UPS Pro 420, add \$229.
- APC Back-UPS Pro 650, add \$289.

### SOFTWARE

- Quicken Deluxe 98, add \$62.
- JumpStart Kindergarten & Ready to Read with Pooh, add \$69.
- Education Pack I (sold with Dell Dimension only) includes: Reader Rabbit 1, Math Blaster and Logic Quest, add \$59.

Even if your degree isn't in accounting, it's obvious that this page is packed with great deals. And you don't need a degree in computer science to recognize that once again Dell is offering you the very latest in PC technology. Like our new 400MHz Intel Pentium® II processor desktops and our new Inspiron™ notebooks with the first Intel mobile Pentium II processor, these machines are designed to give you the maximum performance for your dollar. Whether you want to buy or lease, make your selection from the award-winning product lines at [www.dell.com](http://www.dell.com) today. It's simply the smart thing to do.

# DELL®

TO ORDER TOLL-FREE

## 800-847-4116

TO ORDER ONLINE

[www.dell.com/buydell](http://www.dell.com/buydell)

Mon-Fri 7am-11pm CT • Sat-Sun 8am-8pm CT  
In Canada\*, call 800-839-0148  
GSA Contract #GS-35F-4076D

Keycode #88157

Receive featured configuration and pricing.

## ORDER ONLINE 24 HOURS A DAY

ACCESS SPECIAL PROMOTIONS  
DESIGN YOUR IDEAL COMPUTER  
CHECK THE STATUS OF YOUR ORDER  
ACCESS 24HR ONLINE TECH SUPPORT



## DELL DIMENSION DESKTOPS

**Common features:** ♦ Mini-Tower Model ♦ 512KB Integrated L2 Cache ♦ **Disk Performance Driver (R series only)** ♦ 56K Capable\*\* U.S. Robotics x2 WinModem ♦ 3.5" Floppy Upgrade Packet† ♦ Microsoft Internet Explorer 4.0 ♦ Microsoft IntelliMouse® ♦ 3-Year Limited Warranty† ♦ 1-Year On-site<sup>Δ</sup> Service

### NEW DELL DIMENSION XPS R400 400MHz PENTIUM® II PROCESSOR FEATURING MMX™ TECHNOLOGY

- 128MB 100MHz SDRAM Memory
- NEW 16.8GB Ultra ATA Hard Drive (9.5ms)
- 1600HS 21" (19.8" vis., .26dp, 1600 x 1200 max. res.) Trinitron® Monitor
- STB nVidia 4MB 3D AGP Video Card
- 2X DVD-ROM Drive and Decoder Card
- Turtle Beach Montego A3D Sound Card
- Altec ACS-495 Full Dolby Surround Sound Speakers with Subwoofer
- Iomega Zip 100MB Internal Drive
- MS® Home Essentials 98 with Money 98
- Dell® QuietKey® Keyboard

**\$3999**

Personal Lease<sup>°</sup>: \$149/Mo., 36 Mos.  
Order Code #500504

### NEW DELL DIMENSION XPS R400 400MHz PENTIUM II PROCESSOR FEATURING MMX TECHNOLOGY

- 64MB 100MHz SDRAM Memory
- 8.4GB Ultra ATA Hard Drive (9.5ms)
- 1200HS 19" (17.9" vis., .26dp) Monitor
- Diamond Permedia 2 8MB 3D AGP Video Card
- 32X Max<sup>Δ</sup> Variable CD-ROM Drive
- Turtle Beach Montego A3D Sound Card
- Altec ACS-495 Full Dolby Surround Sound Speakers with Subwoofer
- Iomega Zip 100MB Internal Drive
- Microsoft Office 97 Small Business Edition plus Encarta 98
- Dell Comfort Key Keyboard

**\$2999**

Personal Lease<sup>°</sup>: \$112/Mo., 36 Mos.  
Order Code #500505

### NEW DELL DIMENSION XPS R400 400MHz PENTIUM II PROCESSOR FEATURING MMX TECHNOLOGY

- 64MB 100MHz SDRAM Memory
- 8.4GB Ultra ATA Hard Drive (9.5ms)
- 1000LS 17" (15.9" vis) Monitor
- STB nVidia 4MB 3D AGP Video Card
- 32X Max<sup>Δ</sup> Variable CD-ROM Drive
- Crystal Wavetable Sound
- Altec Lansing ACS-90 Speakers
- Iomega Zip 100MB Internal Drive
- MS Home Essentials 98 with Money 98
- Dell QuietKey Keyboard

★ Upgrade to a Turtle Beach Montego A3D 64 Voice PCI Sound Card, add \$49.

**\$2499**

Personal Lease<sup>°</sup>: \$94/Mo., 36 Mos.  
Order Code #500507

### NEW DELL DIMENSION XPS R350 350MHz PENTIUM II PROCESSOR FEATURING MMX TECHNOLOGY

- 64MB 100MHz SDRAM Memory
- 8.4GB Ultra ATA Hard Drive (9.5ms)
- 1200HS 19" (17.9" vis., .26dp) Monitor
- STB nVidia 4MB 3D AGP Video Card
- 2X DVD-ROM Drive and Decoder Card
- Turtle Beach Montego A3D Sound Card
- Altec ACS-495 Full Dolby Surround Sound Speakers with Subwoofer
- Microsoft Office 97 Small Business Edition plus Encarta 98
- Dell Comfort Key Keyboard

★ Upgrade to 128MB SDRAM, add \$169.

**\$2899**

Personal Lease<sup>°</sup>: \$108/Mo., 36 Mos.  
Order Code #500509

# NOW THAT YOU YOU SHOULD BE SMART

## DELL INSPIRON™ NOTEBOOKS

**Common features:** ♦ Modular 3.5" Floppy Disk Drive ♦ 512KB L2 Pipeline Burst Cache ♦ 128-bit Graphics Accelerator ♦ Zoom Video and USB Ports ♦ Stereo Speakers with 3D Surround Sound and Yamaha Software Wavetable ♦ Smart Lithium Ion Battery ♦ Cardbus Ready/Fast IR1.1 ♦ MS Windows 95 ♦ MS Internet Explorer ♦ Touchpad ♦ Extendable 1-Year Limited Warranty†

### NEW DELL INSPIRON 3200 D266XT 266MHz PENTIUM II PROCESSOR FEATURING MMX TECHNOLOGY

- 13.3" XGA Active Matrix TFT Display
- 64MB SDRAM Memory
- 6.4GB Ultra ATA Hard Drive
- NEW Modular 2X DVD-ROM Drive and Decoder Card
- 2nd Primary Lithium Ion Battery
- Deluxe Nylon Carrying Case
- MS Office 97 Small Business Edition
- **FREE MS Windows 98 Upgrade Packet†**
- 6.9 Pounds\*
- ★ 56K Capable\*\* x2 Modem, add \$149.

**\$3899**

Personal Lease<sup>°</sup>: \$145/Mo., 36 Mos.  
Order Code #800508

### NEW DELL INSPIRON 3200 D266XT 266MHz PENTIUM II PROCESSOR FEATURING MMX TECHNOLOGY

- 13.3" XGA Active Matrix TFT Display
- 48MB SDRAM Memory
- 4GB Ultra ATA Hard Drive
- Modular 24X Max<sup>ΔΔ</sup> Variable CD-ROM Drive
- MS Office 97 Small Business Edition
- **FREE MS Windows 98 Upgrade Packet†**
- 6.9 Pounds\*
- ★ Upgrade to 64MB SDRAM, add \$99.
- ★ Upgrade to a 6.4GB Ultra ATA Hard Drive, add \$299.

**\$2999**

Personal Lease<sup>°</sup>: \$112/Mo., 36 Mos.  
Order Code #800503

### NEW DELL INSPIRON 3200 D233XT 233MHz PENTIUM II PROCESSOR FEATURING MMX TECHNOLOGY

- 13.3" XGA Active Matrix TFT Display
- 32MB SDRAM Memory
- 4GB Ultra ATA Hard Drive
- Modular 24X Max<sup>ΔΔ</sup> Variable CD-ROM Drive
- MS Home Essentials 98 with Money 98
- **FREE MS Windows 98 Upgrade Packet†**
- 6.9 Pounds\*
- ★ Upgrade to a Modular 2X DVD-ROM Drive and Decoder Card, add \$299.
- ★ 2nd Primary Li-Ion Battery, add \$129.

**\$2699**

Personal Lease<sup>°</sup>: \$101/Mo., 36 Mos.  
Order Code #800504

### DELL INSPIRON 3000 M233ST 233MHz PENTIUM PROCESSOR WITH MMX TECHNOLOGY

- 12.1" SVGA Active Matrix TFT Display
- 32MB SDRAM Memory
- 3.2GB Ultra ATA Hard Drive
- Modular 24X Max<sup>ΔΔ</sup> Variable CD-ROM Drive
- MS Home Essentials 98 with Money 98
- **FREE MS Windows 98 Upgrade Packet†**
- 6.4 Pounds\*
- ★ Upgrade to 64MB SDRAM, add \$99.
- ★ Upgrade to a 4GB Ultra ATA Hard Drive, add \$99.

**\$2299**

Personal Lease<sup>°</sup>: \$86/Mo., 36 Mos.  
Order Code #800509



Pricing is not discountable. †For a complete copy of Guarantees or Limited Warranties, please write Dell USA L.P., Attn: Warranties, One Dell Way, Round Rock, TX 78682. ‡Each Dell Dimension XPS D and XPS R series system or Dell Inspiron notebook, with Windows 95 factory installed, shipped after 4/1/98 and prior to 7/31/98, will be eligible for a free upgrade to Microsoft Windows 98 when available, subject to terms and conditions contained in Windows 98 upgrade packet shipped with system. Length of offer subject to change. \*System weight with floppy drive or CD-ROM in options bay. †On-site service provided pursuant to a service contract with a third-party provider. May not be available in certain remote areas. \*\*24X Max/10X Min. †32X Max/14X Min. \*\*x2 products are capable of 56Kbps downloads. Due to FCC rules that restrict power output, however, current download speeds are limited to 53Kbps. Upload speeds are limited to 33.6Kbps. Actual speeds may vary depending on line conditions. \*Prices and specifications valid in the U.S. only and subject to change without notice. The Intel Inside logo and Pentium are registered trademarks and MMX is a trademark of Intel Corporation. MS, Microsoft, IntelliMouse and Windows are registered trademarks of Microsoft Corporation. Trinitron is a registered trademark of Sony Corporation. Dell, the Dell logo, Dell Dimension and QuietKey are registered trademarks and Inspiron is a trademark of Dell Computer Corporation. ©1998 Dell Computer Corporation. All rights reserved.

Reference the appropriate order code to r

°Personal leasing arranged by Dell Financial Services L.P., an independent entity, to qualified customers. Amount of monthly lease payments above are based upon 36-month lease. All above monthly lease payments exclude taxes which may vary; (for example, Hartford City, IN sales tax \$7.43/month). Shipping cost due with first payment. No security deposit required; subject to credit approval and availability. Lease terms subject to change without notice.



# OUR NON-DISCLOSURE JUST EXPIRED. INTRODUCING THE DELL DIMENSION XPS R400.

400 MHz  
PENTIUM® II PROCESSOR



## NEW DELL DIMENSION® XPS R400 400MHz PENTIUM® II PROCESSOR FEATURING MMX™ TECHNOLOGY

- ★ **64MB 100MHz SDRAM Memory**
- 512KB Integrated L2 Cache
- ★ **8.4GB Ultra ATA Hard Drive (9.5ms)**
- ★ **1000LS 17" (15.9" vis) Monitor**
- STB nVidia 4MB 3D AGP Video Card
- 32X Max\* Variable CD-ROM Drive
- Crystal Wavetable Sound
- Altec Lansing ACS-90 Speakers
- 56K Capable\*\* U.S. Robotics x2 WinModem
- ★ **Imega Zip 100MB Internal Drive with Two Cartridges**
- MS® Home Essentials 98 with Money 98; McAfee VirusScan
- MS Windows® 95/Internet Explorer 4.0
- ★ **FREE MS Windows 98 Upgrade Packet†**
- Dell® QuietKey® Keyboard
- MS IntelliMouse®
- 3-Year Limited Warranty†
- 1-Year On-site<sup>Δ</sup> Service

## \$2499

Personal Lease\*: \$94/Mo., 36 Mos.  
Order Code #500507

Simply stated, they're our fastest desktops yet. The Dell Dimension® XPS R Series featuring the new 350 and 400MHz Pentium® II processors. Imagine this: a 400MHz Intel Pentium II processor-based system racing a full 33% faster than its 333MHz predecessor. The new Intel 440BX AGP set with 100MHz SDRAM keeping pace with greatly improved memory performance—up to 50% faster in burst mode. An 8.4GB Ultra ATA hard drive. 3D AGP video. Wavetable sound, and speakers.



pentium® II

It all adds up to one powerhouse of a system. Which translates to a faster, more efficient desktop for you. We were among the first to harness all this new technology. And now we're making this high-performance package available to you at a great price. So, the only question is, who among you will be the first to call?

Reference order code listed above to receive featured configuration and pricing.

\*Personal leasing arranged by Dell Financial Services L.P., an independent entity, to qualified customers. Amount of monthly lease payments above are based upon 36-month lease. All above monthly lease payments exclude taxes which may vary (for example, Hartford City, IN sales tax \$4.69/month); shipping cost due with first payment; no security deposit required; subject to credit approval and availability. Lease terms subject to change without notice.

# DELL®

TO ORDER TOLL-FREE

## 800-847-4116

TO ORDER ONLINE 24 HRS./DAY

[www.dell.com/buydell](http://www.dell.com/buydell)

Mon-Fri 7am-11pm CT • Sat-Sun 8am-8pm CT  
In Canada; \* call 800-839-0148

Keycode #88155



## IMPORTANT MESSAGE

FOR **HOC READERS**

DATE **TODAY** TIME **9:00**

FROM **HOME OFFICE COMPUTING**

PHONE **1-800-288-7812**

TELEPHONE		PLEASE CALL	✓
CAME TO SEE YOU		WILL CALL AGAIN	
RETURNED YOUR CALL		IMPORTANT	✓

MESSAGE **GET A YEAR OF**

**HOM OFFICE COMPUTING (12 ISSUES)**

**FOR \$19.97 SAVE 58% OFF THE COVER PRICE NOW!**

**JUST FILL OUT AND MAIL THIS CARD OR CALL**

**THE TOLL-FREE NUMBER ABOVE**

NAME

COMPANY

☐ BUSINESS

☐ HOME ADDRESS

CITY/STATE/ZIP

Canadian orders add \$15 and international orders add \$40, per subscription.  
Canadian and international orders must be prepaid in U.S. funds.  
Please allow 6 weeks for receipt of first issue.

4S3A

Home Office Professional Savings

# Certificate

1 Year (12 issues) for \$19.97

**A Savings of 58% off  
the Cover Price**

Home Office Computing—Today's Computing Solutions for  
the Home Based Business.

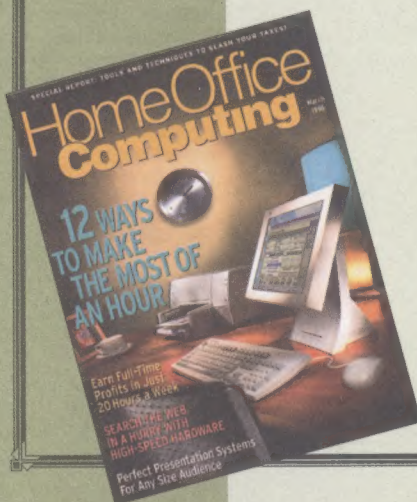
Name

Address

City/State/Zip

Canadian orders add \$15 and international orders add \$40, per subscription.  
Canadian and international orders must be prepaid in U.S. funds.  
Please allow 6 weeks for receipt of first issue.

4SA3







NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



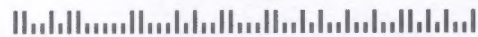
**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO 1268 BOULDER CO

POSTAGE WILL BE PAID BY ADDRESSEE

HomeOffice  
**Computing**

PO BOX 53543  
BOULDER CO 80323-3543



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES



**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO 1268 BOULDER CO

POSTAGE WILL BE PAID BY ADDRESSEE

HomeOffice  
**Computing**

PO BOX 53543  
BOULDER CO 80323-3543

